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Town of Arlington Massachusetts



1991 Annual Report

Board of Selectmen

Kevin F. Greeley, Chairman
Stephen J. Gilligan, Vice Chairman
Kathleen Kiely Dias
Franklin W. Hurd Jr.
Charles Lyons

Town Manager

Donald R. Marquis

MAY 21 1992

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Board of Selectmen

At the Annual Town Election held in March 1991, Mr. Franklin W. Hurd, Jr., was re-elected to the Board of Selectmen for a three year term. Mrs. Kathleen Kiely Dias was elected to a three year term replacing Mrs. Janemarie Hillier who did not seek re-election. At the organizational meeting of the Board, Mr. Kevin F. Greeley was elected Chairman and Mr. Stephen P. Gilligan Vice Chairman.

The year 1991 was a very difficult year for the town as it faced increased cutbacks at the state level on local aid and further cutbacks at the federal level on funding programs. Due to economic times, the state government was in very serious financial condition and massive cuts were being contemplated in the state budget. One of the areas effected by the cuts was local aid and this would severely impact the Town of Arlington. While the federal government and state government wrestled with their budget crisis, the town reviewed every item of a financial matter with great detail in order to cut, where possible, the town budgets. The matter of the battle of the budget was an ongoing issue throughout the year 1991 and the Board of Selectmen made major efforts in lobbying state officials, our local state representatives and senator, and working through our Massachusetts Municipal Association to try to turn around the matter of local aid cuts.

During the year 1991, the Board of Selectmen held a number of meetings between major committees and boards in order to improve communications and to have a first-hand working knowledge of some of the different matters that the boards and commissions were dealing with in their particular area. The Selectmen met with the Park and Recreation Commission and held a comprehensive review of various long-term and short-term programs and some of the accomplishments that the Park and Recreation Commissioners have made over the years. This was a very productive meeting and we want to



Board of Selectmen (left to right), Kathleen Kiely Dias, Stephen J. Gilligan, Vice Chairman; Kevin F. Greeley, Chairman; Charles Lyons, and Franklin W. Hurd, Jr..

commend the members of the Park and Recreation Commission for the excellent and outstanding job they have done to date. The Selectmen also met with the Arlington Preservation Fund members. This committee, utilizing Community Development Block Grant Funds, loans funds for preservation of properties that are privately owned. This program has greatly enhanced the restoration and the protection of some of our long-term historical assets and has been a very mutually beneficial program for both the town and the owners of the property. The Board of Selectmen also met with members of the Conservation Commission and held a comprehensive meeting and review of their long-term and short-term goals. This is one of the town's hardest working groups and the Board was very pleased to be brought up to date on the extent and capability that the Conservation Commission has in dealing with individuals with wetland problems. The Selectmen were impressed with the amount of conservation land that was now available in the town. One of the most recent acquisitions, Mount Gilboa, has added a substantial additional amount of conservation land for the enjoyment of the residents of the town. The Board

was most pleased and impressed with the presentation by the Conservation Commission and again, we would like to particularly thank them for meeting with us and the fine work they are doing.

In the area of recycling, the Board of Selectmen appointed a nine-member recycling committee to address issues dealing with the recycling of various products in the town. The Selectmen considered this to be a very high priority. It is one of the Selectmen's goals and objectives to start dealing with matters pertaining to refuse disposal.

The Board of Selectmen were involved in a number of different areas under their jurisdiction during the year. The Selectmen serve as traffic commissioners, cable television commissioners, the licensing agency for the town as it relates to taxi cabs, common victuallers and food vendors, theaters, and liquor licensing. The Selectmen also serve as a Board of Public Works and a Board of Survey.

In the area of Board of Public Works, the Selectmen continue to wrestle with the issue of the increase in the cost of water being charged by the Massachusetts Water Resources Authority (MWRA). Mr. Lyons, who serves as an unpaid member of the

EXECUTIVE SERVICES

Board of Directors at the MWRA representing the various communities in the water district, has actively worked to try to get additional federal funding to help reduce the cost of water to subscribers in the MWRA district and in particular the town of Arlington.

The Selectmen took a number of initiatives this year and one of the major accomplishments was the complete refurbishing of Scannell Santini Field. With the reconstruction completed, this was another field that was turned over to the Arlington Baseball Association, Inc. for ongoing maintenance. This public/private partnership was another way the town was addressing the issues of cost impact and how to control our maintenance.

With the use of Community Development Block Grant funds, and in view of the fact this is our seventeenth year of direct entitlement, we want to particularly take note of the efforts of the Town Manager, Donald R. Marquis, and Alan McClennen, Director, Planning and Community Development for their efforts in securing initial extensions that allowed the town to continue to be a direct entitlement community. These funds have certainly helped the town in many, many different ways and this is one of the town's major resources of doing a number of extra things that normally we would otherwise be unable to do. The Selectmen, for example, utilizing Community Development Block Grant funds, voted to install a handicap bathroom in the Town Hall. Construction of the bathroom was completed during this current calendar year. The Selectmen also voted and referred to the Town Manager the matter of looking at complete handicap access for the Town Hall. This is something that has been long in coming, but we feel will very soon to be accomplished.

The matter of the reappointment of the Comptroller and Coordinator of Data Processing was taken up this year by the Board of Selectmen. Mr. A. L. Minervini, Jr., was appointed for

another three year term to expire in March, 1994. The Board would like to recognize at this time the outstanding work and performance of Mr. Minervini in his duties as Comptroller and Coordinator of Data Processing.

In view of the difficult economic times, the Winter Assistance Program was expanded to a year round program to be called the Arlington Assistance Program. Mr. Hurd served as the Board's representative and one of the initiators of this particular activity. Mr. Hurd also served on the County Advisory Board representing the Board's interest on county budget matters. He was appointed to the Committee to look at the town's precinct lines in conjunction with the redistricting that had to be done in conjunction with the new census of the federal government. Mr. Hurd and Mr. Lyons both served on the Veterans Homecoming Committee and coordinated activities that involved a whole series of events culminating with July 4th fireworks at Spy Pond Field. The event was an outstanding recognition for all veterans including the veterans that came back from the Gulf War and the town is most proud of the veterans, and all of our veterans, who have served over the years defending our country.

In the areas of Traffic Rules and Orders, the town, for the first time, implemented a Resident Permit Parking Program for individuals who lived in the Tufts, Foster, Andrew, and Raleigh Street area. This came about because of the concern of residents in the area as a result of the renting out the Gibbs Junior High School to a number of private and nonprofit groups. The impact on the neighborhood due to the increased traffic required the Board to come up with some type of solution and this was the recommendation of Mr. Lyons and Mr. Gilligan who served on the Subcommittee. The program was implemented on a one year trial basis. We shall be looking forward to the evaluation of it at the end of that time.

The board members served on various

other committees. Mr. Lyons served on the Health Care Committee. He also was selected as a member of the National League of Cities Future Committee. Mrs. Dias was designated as a member of the Personnel Study Committee and also represented the Board on the selection of the new Personnel Director. Patricia Libby was selected after an extensive search and review of over 150 applicants. She was recommended by the Town Manager and approved unanimously by the Board of Selectmen as the new Personnel Director. One of the issues the Board of Selectmen took particular interest in was the long-term review of the status of land banking in the town. As a result of an article passed at Town Meeting, Mr. Stephen Gilligan was appointed as the Board's liaison and member of the Land Bank Committee. Mr. Hurd continued to serve on the Budget & Revenue Task Force and this group played a major role in coordinating information between various departments, agencies, and individuals in the town. We want to make particular note and congratulate Mr. Marquis and Mr. McClennen for the effort that has resulted in the fulfillment of a seventeen year effort which was the creation of a bikeway over the old Bedford/Lexington line that goes through the town. The groundbreaking for the bikeway took place this year and we expect it to be completed within the next year to year and one half. Two other committees were reactivated by the Board; the Awards committee and the Cable Advisory Committee. The Awards Committee has started a series of meetings which we hope will result in the selection of a number of individuals to be recognized by the town sometime early in 1992. The Cable Advisory Committee will be addressing issues pertaining to the renewal of the cable license. This committee has begun to review all of the different issues pertaining to cable licenses. We expect to receive a renewal application from Continental Cable sometime in October

of 1992. In the meantime, the Cable Committee will be acting as the Board's advisor on various matters and doing research to assist the Board in the matter of the renewal process. We also would like to make comment about the CHAS Program. This is the Comprehensive Housing Affordability Strategy, a five-year plan, which we hope will help us in assisting first-time homebuyers, elderly, and many other people who have housing issues to deal with in the community. Mr. Kevin Greeley continued to serve on the Business Subcommittee. He coordinated the Selectones, which is a group that the Board had assembled, mainly of the Board members and a few other town officials, to go out and cheer up residents during the Christmas holiday season.

A special thank you goes out to all of the citizens who volunteer their time and services on behalf of the town. It is

a result of their effort that the quality of life in the Town of Arlington is so high and that the community is so well recognized and is in demand for many people who wish to relocate to the Greater Boston area.

We also would be remiss if we did not express our appreciation to Mr. Charles Pappas and the Town Day Committee who completed another successful Town Day. Every year it seems to be a bigger and better success.

In the year 1991, the Town Manager worked very diligently on behalf of the residents of the town. We want to thank all the town employees who carried out the town's services and in particular, the members of the boards, committee and commissions who are the unsung heroes in carrying out governmental service to the residents.

In conclusion, we would like to thank our staff for their support and take this

opportunity to express our appreciation to our legislative delegation for the many courtesies extended to the town and the Board. Finally, we would like to take note of the fact that the Vision 2020 effort has resulted in over 400 people participating. Mr. Kevin Greeley has been the coordinator for the Board in regard to this particular project which has been a major undertaking. We are most pleased with the initiative of the various citizens who have participated in Vision 2020. We feel that it will set a course of action for the year 2000 for the town that will be a vision that will help enhance our future and benefit all the residents.

In conclusion, we would like to thank the citizens of the town for their support, their input and we pledge to them our continued effort in maintaining the highest possible standard in the delivery of town services. Thank you for allowing us to serve you.

EXECUTIVE SERVICES

Town Manager

It is a privilege once again to report on the activities of all town departments for the year ending December 31, 1991. We urge the citizens of Arlington to take this opportunity to peruse this Annual Report and review in detail the functions and duties of our town government. It is the intent of this report to bring to your attention some of the most important developments of the past year. For detailed information regarding departmental activities, we refer you to the respective department reports.

Several years ago I was asked by the International City Management Association to join a group of municipal managers across the United States, and from other countries, to talk about the future of our governmental system and, more particularly, the future of local government. It was a very intensive year-long process which led to specific goals and recommendations for all city and town managers in this country and elsewhere. It was the kind of process that made us look at where we have been and where we would like to be in the future.

As individuals, families, and communities, we should all go through the same process whereby we take stock of ourselves and decide which avenues to follow in the future. After all, if we don't know where we're going how will we know if and when we ever get there. Unless we chart a course for ourselves, many opportunities will be missed because they will not be seen as such.

Arlington's Vision 2020 is our version of the town's long range planning process. With the help of many citizens, we have stated broad goals for Arlington -- not necessarily reflecting where we are today, but rather where we wish to be in the years ahead. They represent the town's aspirations, our vision -- ambitious targets for the town's future.

In the last fifteen months the Steering Committee, consisting of elected and appointed town officials and others, has created a vision of the future for our

town. A clear and compelling guide as we enter the 21st century. This vision is recorded in ten articles as what we see as our common purpose. Over the next few months, public meetings and citizen task groups will develop the specific strategies and action plans necessary to make Vision 2020 a reality.

Major Projects Underway

There are two projects which finally came to fruition this year which occupied a lot of our time. The construction of the Robbins Library renovation and addition and the Minuteman Bikeway/Walkway will finally begin in January 1992. There were many instances when we thought those projects would never come to pass. I am very pleased to report, however, that we were able to convince the state to release the grant for the Robbins Library. We also got the green light on the Bikeway/Walkway, which is fully funded by the state.

The Town Meeting authorized the borrowing of up to \$6.7 million for the library project back in 1987 with the proviso that we would secure a matching grant from the state. We have been able to secure the state grant in the amount of \$3.3 million. The official ground breaking and ribbon cutting will take place January 25, 1992 and construction will begin the following week. Bringing this project to where it is today was the result of much work on the part of many people. Much of the work to be done is timed for the 100th anniversary of the construction of the main Robbins Library, which was completed in 1892. We believe all the citizens of Arlington will be very pleased and proud of the building addition and renovation and it will represent a very important asset to the town of Arlington. I am extremely pleased that we were able to move that project forward.

The second project which occupied much of our time was the Minuteman Bikeway/Walkway which will run from Alewife Station to Bedford, a twelve mile path along the B&M railroad right-

of-way. It was extremely frustrating working with the B&M, the MBTA and Interstate Commerce Commission (ICC) in Washington attempting to coordinate all efforts and get all the approvals necessary to finally start this very important project. By removing those ugly, unused railroad tracks, which literally fell apart in the last twenty years, we will unite the town with a beautiful bikeway/walkway connecting most of our major parks and playgrounds. Citizens will be able to use the bikeway/walkway to bike or walk to the MBTA Alewife Station or simply walk, jog, or cross country ski. This bikeway/walkway will include benches at appropriate locations, important historical markers, flower gardens, etc. We believe this unique project will be a tremendous asset to the town when it is completed in the fall of 1992.

In November of 1990, Congress passed and the President signed the Cranston-Gonzalez Housing Act of 1990. This Act permanently entitled the Town of Arlington for Community Development Block Grant funds thus ending a fifteen year effort by me and Alan McClennen, Jr., to secure CDBG entitlement funding for Arlington. We consider this a major victory on our part and it ensures the continuation of valuable services for the town. In addition, the Act also created a new housing program called HOME. This program was funded nationally at \$1.5 billion. It provides funds directly to approximately 387 communities across the country for housing activities. Arlington did not qualify directly; however, we have joined with the cities of Medford, Malden, Everett and Chelsea in consortium to receive funds. The consortium will receive slightly over \$2 million dollars per year, and we expect that our share will be between \$300,000 and \$400,000. These funds will be used with our existing CDBG housing program to provide assistance for first-time home buyers and for a rehabilitation loan program for Arlington's homeowners. The total

commitment between CDBG and Home for housing programs will be approximately \$750,000 per year. Our goal is to maintain our housing stock and continue to make Arlington a community for families.

Hurricane Bob hit the east coast, including the Town of Arlington, on August 19 with peak gusts of wind in excess of sixty miles per hour and rainfall of approximately six inches uprooting 112 large trees with many of these trees falling on wires and leaning on houses. Town departments and their employees responded to this emergency expeditiously and deserve the thanks and gratitude of all our citizens. The federal government has approved over \$150,000 worth of eligible costs of the hurricane and will pay 75% of those costs amounting to \$113,000. We are also applying for state reimbursement and expect to receive an additional \$19,000. The total amount, therefore, that the town expects to receive in reimbursements is \$132,000. We hope to receive these payments in the spring of 1992.

However, the big story of the year continues to be the lack of funds available to the town. It has been eleven years since Proposition 2 1/2 was passed. Over those eleven years the town has seen considerable cuts in services and changes in service delivery. In Fiscal Year 1981, we raised \$31.6 million in property taxes. In Fiscal Year 1992 our tax levy was \$39.6 million. This is a 25% increase in eleven years or approximately a 2.3% increase per year. So, even with the override in 1990 of \$2.5 million, we have not overburdened the property taxpayer. During that time, we have suffered considerable reductions in federal and state revenue sharing with the most significant cuts on the state level. Incredibly, the Governor and the Legislature continue to ignore Question 5 which was passed last year by the voters by a margin of 57% to 43%. This mandate by 1.2 million voters on the statewide ballot should have provided Arlington and other cities and



Donald R. Marquis, Town Manager

towns with substantially more local aid. Instead, the town was cut \$2.4 million in the current year. To offset many of these losses we have cut services to the bear bones, increased local receipts, and established enterprise funds to shift the financial burden to the service utilizer.

I am also deeply concerned over the fact that even though there is no money for salary and wage increases for town employees, the teachers and other school department employees are receiving salary increases for the current year as well as for the next fiscal year. The school department will have to absorb well over \$1 million in their budget in order to give teachers that salary increase next year. This, coupled with uncertainty over additional cuts in revenues, could decimate our school system.

I have asked the School Superintendent and the School Committee to consider asking the teachers, through their union, to defer taking their salary increase next year until the town can afford that increase. For the sake of our school children and students, that would seem to be the appropriate thing to do. We must all keep in mind the recession which the country and, in particular, the northeastern states face and the terrible fiscal constraints which Proposition 2

1/2 has imposed on the cities and towns in the state. More and more teachers across the state, such as was done in Malden a few months ago, have postponed their salary increases for a year. In order to avoid crippling our school system, we must do the same. It would be wrong to lay off many of our teachers, thereby seriously decreasing our school program and increasing the class size, for the sake of giving the remaining teachers a general salary increase when many of our citizens are not receiving those increases and many of them are losing their jobs.

In addition, laying off employees is wrong for several reasons: 1) It is devastating to the employees losing their jobs; 2) It is costly to the town and taxpayers since we have to pay the unemployment compensation to those employees for almost one year; 3) It is also costly to the state and federal governments because they will lose revenues since the employees out of work will not be earning salaries and, consequently, paying less income tax; 4) It is counter-productive as far as the economy is concerned and deepens the recession. Simply stated, laying off employees is definitely not the way to go right now. Instead, we must hold the line on salary and wage increases. We must do everything we can to save and create jobs and not eliminate them.

Town Report Wins Second Place

Finally, we are again proud to announce that the 1990 Annual Report, published in 1991, won second place in the Massachusetts Municipal Association Annual Report Contest. Arlington has won first place in that state contest for ten out of the last fifteen years and second place for the remaining five years. We congratulate all participants in the publication of this document, particularly Nancy Galkowski and Teresa DeBenedictis from my office.

EXECUTIVE SERVICES

Vision 2020 - Planning Arlington's Future

What will Arlington be like in the year 2020? What can we do as a community to shape our town as we enter the 21st century?

Vision 2020 is the process where citizens of Arlington meet to discuss issues that will face our community in decades to come. Vision 2020's goal is to create a far-reaching vision for the Town of Arlington which looks towards the future with an appreciation and an understanding of the past, using broad citizen participation. This process clearly addresses the hopes and concerns of Arlington's citizens, focusing on the key issues that Arlington faces now and for the next thirty years.

This "Visioning" requires commitment by town leadership and its citizens for successful implementation.

Vision 2020 began in September, 1990, with the formation of a Steering Committee and hiring two outside consultants to guide the process. This group has met regularly to study economic and social projections, to shape responses to them and to gather innovative ideas. A preliminary series of twenty-five citizen-facilitated meetings with over 200 residents was held in the spring of 1991. Costs for Vision 2020 are supported entirely by federal Community Development Block Grant funds allocated to Arlington and approved by Town Meeting in 1991.

Fifteen months of visioning has produced a vision statement mailed to all 19,400 households in town.

The vision statement contains "Ten Articles of Our Common Purpose." These ten articles are Residents, Community, Diversity, Education, The Environment, Culture and Recreation, Communication, Citizen Service, Governance, and Fiscal Resources. Each article states in general terms what the town values now and what it hopes to achieve in the future. Residents are encouraged to respond to the ten articles and to participate further in scheduled public meetings and task

groups. These groups will plan strategy and implementation of the vision elements.

In preparation for Town Meeting all boards in town government will discuss the vision elements. Town Meeting 1992 will respond to two Vision 2020 articles. The first will endorse the vision efforts to date. The second will establish a permanent Vision 2020 oversight committee.

Former and current Steering Committee members are Donald R. Marquis, Town Manager and Steering Committee Chairperson; Selectmen Stephen Gilligan, Kevin Greeley, and Charles Lyons; John Bilafer, Town Treasurer; School Committee members Janice Bakey, Doug Delaney, Kathy Fennelly, Mike Healy, and Carolyn Simmons; Alan McClellan, Jr., Director of Planning and Community Development; Walter Devine, School Superintendent; John Worden, Town Meeting Moderator; Barry Faulkner, Redevelopment Board representative; Bob O'Neill and John Deyst, Finance Committee representatives; Bill Berkowitz, Lorraine Horn, Jane Howard, Bob Scoppettuolo, and Marty Thrope, Town Meeting Members; and Ralph Sexton and Barbara Thornton, citizens. Consultants Cavas Gobhai and Tom Ittelson have coordinated Vision 2020 activities throughout.

Purchasing: Implementation of Uniform Procurement Act in Transitional Period

The town bylaws as they pertain to the purchasing function were repealed at the Annual Town Meeting. This action was required to bring the town into full compliance with the Uniform Procurement Act. The town's purchasing and procurement practices for contracting were substantially modified with the passage of this act, which has now been in effect for the past twenty months. Many towns and cities in the Commonwealth have experienced difficulties in the implementation of the new law.

Due to the complexities and numerous amendments since its inception, it will require a period of time for towns and cities to become more familiar with the new law and its relationship to other existing bidding statutes which govern the purchasing activities of a community. Planning has helped to make the transition to the new purchasing procedures easier. There are still some provisions of the act which will need additional legal clarification.

It has been a learning experience for all those involved with the procurement function. It shall be the continued responsibility of department heads and employees of their departments who have responsibility for obtaining quotations, ordering or soliciting materials, supplies or services to have an understanding of, and to follow, the provisions of the new law.

The town is committed to the absolute integrity of the purchasing function to insure that the town receives a dollar worth of goods and services for every tax dollar expended.

Personnel Department Welcomes New Director

This year has been one of changes for the Personnel Department. The Affirmative Action Officer (AAO),

Louise Vrande, assumed many of the director's responsibilities while serving as the AAO until her own resignation in June, 1991. As the Town carried out its search for a new personnel director, Teresa DeBenedictis, Assistant to the Town Manager, served as interim Personnel Director.

In October the town hired a new Personnel Director, Patricia M. Libby. Ms. Libby was one of over 150 candidates who applied for the position nationwide. She brings a combination of graduate level training in Personnel Management from Lesley College and several years of experience in government personnel administration to the position.

The immediate challenge facing the new director was the review of nine employee requests to have their positions reclassified. Such requests are made in accordance with the Town By-Laws, Article 7, Section 3. This year's study resulted in two positions being recommended for upgradings by the Personnel Director, subject to approval at the 1992 Annual Town Meeting.

This year, the director will participate in two major projects that will introduce programs to all town employees and the department.

In December, the Personnel Director attended the first meeting with the newly formed Personnel Incentive Task Force. Task Force members include the Town Manager, a representative of the Board of Selectmen, a representative of the School Committee, a representative of the Town Meeting, the Superintendent of Schools, a representative of the Finance Committee, a representative of the Personnel Board, the Treasurer, and the Personnel Director. The Task Force's proposed mission is to use the current classification and pay plan and introduce a merit system whereby department heads can recognize employee performance. The Personnel Director's role will be to identify and work with the consultant to design a system that meets department needs and ensures appropriate training for all participants.

A second initiative will involve the Personnel and Data Processing Departments working together to computerize many of the personnel resources and functions. The new MUNIS Personnel Management System will integrate with the payroll and budget systems. It will facilitate processing employee step and contract raises, for example, and is capable of projecting salaries and benefits in detail to the budget files. Getting on-line with this system is a welcome challenge as it will streamline many personnel transactions handled by the Personnel Department.

Other important work for the Personnel Director will be continued interfacing with the town's Affirmative Action Advisory Committee to ensure that the town applies personnel policies and practices equitably; continued administration of health and life insurance programs; screening indemnification requests from retired police and fire department personnel; and processing applications for labor service and seasonal employment with the town.

Affirmative Action

Prior to her resignation in June, Louise Vrande, Affirmative Action Officer (AAO), accomplished important tasks and identified goals for the town's Affirmative Action Advisory Committee. She established and followed procedures to achieve hiring goals in accordance with federal guidelines, monitored contract compliance and produced a list of minority and women owned businesses for distribution to town officials. She also represented the town at the monthly Affirmative Action Advisory Committee meetings.

The Affirmative Action Officer also worked with the Affirmative Action Advisory Committee to draft a disabilities manual for use by town departments. The new Personnel Director, who will assume the duties of the Affirmative Action Officer, will continue work with the committee to

CENTRAL MANAGEMENT SERVICES

complete this manual. With the passage in 1990 of the Americans with Disabilities Act, disability awareness is increasingly important for the town. Accordingly, to supplement the manual, the Affirmative Action Advisory Committee will develop training programs for its implementation.

The Affirmative Action Advisory Committee also plans to recruit new committee members. Recruitment resources include the League of Women Voters and the Arlington Civil Rights Committee. This year the committee intends to publish a brochure explaining its role to the town and other interested parties.

Fair Housing

Since 1980, the Town of Arlington's leaders and many residents sustained a high degree of interest and support for fair housing activities. In March and June of 1991, The Boston Globe published two articles highlighting Arlington's diversity. One article focused on the rich and varied racial and ethnic groups which our residents represent while the other detailed the local demographics. The accompanying chart which reflects the census records of 1980 and 1990 shows a doubling of all racial minority groups in Arlington as well as a decrease in the overall white population. The members of the Arlington Fair Housing Advisory Committee (AFHAC) are pleased that this transition, which is also occurring on a national level, happened within a positive and harmonious atmosphere. Both the foresight on behalf of the committee and the support of the Board of Selectmen played a key role in developing activities to assist and direct the climate for such an experience. In addition to promoting equal access to housing through a combination of training sessions, cable television guest appearance, and printed materials the committee developed some new activities. Many new projects involved the educators and students in town which reflects a more diverse student

Arlington Population Shift By Race 1980 -1990			
	<u>1980</u>	<u>1990</u>	<u>Change</u>
Population (census counts)	48,219	44,630	-3,589
White	46,954	42,485	-4,469
Black	272	598	326
Asian or Pacific Islander	704	1,351	647
American Indian, Eskimo or Aleutian	32	33	1
Hispanic	462	738	276
Other Race	257	163	-94

Source: Boston Globe, 3/10/91.

body. The counseling services of the high school requested the Fair Housing Director to conduct a training program for the peer counselors. The director helped the students identify discriminatory practices as well as attitudes which may effect students of color, disabilities, and other differences. Also, the committee conducted a logo design contest through the Art Department of the high school. Approximately fifty students entered the contest which was judged by Nick Minton, Chairperson, AFHAC, Louise Ruma-Ivers, local business person and member AFHAC, Lori Grace, past Executive Director, Arlington Center for the Arts, and Nancy Crasco, Artist and Educator. The winner of the logo design, Miki Iuchi, a junior at Arlington High was presented with an award on "Award's Night". Three other students received honorable mention. The design was used to print tee shirts that were raffled "free" at Town Day and The Bank of Boston contributed funds to make the project possible. The AFHAC members were pleased with the results of this activity and especially the broad base of support it received in it's implementation.

During April, National Fair Housing month, the committee sponsored it's annual public forum. The forum

focused on the role fair housing plays in regard to a community's educational system and the significance of the school in creating a welcoming environment for all students. A large panel presented a variety of perspectives on the subject. The panelist were: Roseanne Bacon, President Massachusetts Teachers Association; Rebecca Flewelling, Assistant to the President, Tufts University; Dr. Joanne Gurry, Asst. Superintendent of Curriculum, Arlington Schools; Dr. John Kent, Director, Social Studies, Arlington Schools; Steve Perry, Director METCO, Arlington Schools; Paul MacAuley, Social Studies Teacher, Arlington Schools; Janice Bakey, Member, School Committee; Barbara Fischer Long, Principal, Hardy Elementary School; Charles McCarthy, Principal, Arlington High School; Sheldon Obelsky, Teacher and Advisor to Students and Teachers Opposed to Prejudice (STOP); and Vincent D'Antona, Director of Guidance, Arlington Schools.

A recognition award was given to Sharon Kulick, Director of Children for Uniting Nations (CFUN) which is a program based in Arlington and provides materials and support to teachers implementing multicultural education.

With a continuing need to create



Pictured left to right: Gloris Jones and Kathleen Grant, Bank of Boston, Nick Minton, Chairperson, Arlington Fair Housing Advisory Committee, Alan McClellan, Jr., Director of Planning, Miki Iuchi, winner of the Logo Design Contest and Deborah Chang, Fair Housing Director.

New Workers' Compensation Law is Aimed at Cost Containment

During 1991, the focus of this department has been that of fostering a safe work environment and getting injured workers timely, quality care and back to productive employment. The department has continued to practice sound medical management in order to contain continually rising medical costs and to promote and carry out its safety guidelines in an ongoing effort to reduce claims-related costs by reducing injuries.

On December 24, 1991, Governor William Weld signed into law a Workers' Compensation Reform Bill aimed at controlling the escalating costs associated with the Workers' Compensation Law of 1985. The new law relies on benefit cuts to injured workers and administrative and procedural reforms for its cost savings.

Portions of the bill are clearly intended to reduce litigation in order to cut costs. There are also provisions aimed at capping increases in the cost of living adjustment. Among the key benefit cuts in the new law are reductions in weekly compensation rates. The law also shortens the duration of these benefits.

The impact of the new bill upon the town is still being assessed. This department is preparing to implement the procedural changes engendered by the bill within the shortest possible time frame since most of the provisions became effective immediately.

Telecommunications

As telephone line costs soared last year and innovative ways were sought to help control spending, the telecommunications department embarked on two specific projects.

The first project was to recognize and coordinate the telephone cabling system and the new fire alarm cables. The culmination of this reorganization

options for affordable housing, the AFHAC and the director worked closely with the Director of Planning to conduct meetings with local bankers. Under the revised Community Reinvestment Act, banks are required to work with local community groups and officials in addressing particular needs, such as housing, within it's business community. Monthly meetings began in June and are continuing into 1992 as the group explores needs and solutions together.

The AFHAC continues to co-sponsor, with other similar groups from neighboring cities and towns, seminars, conferences, and celebrations on Martin Luther King Recognition Day. The Fair Housing Director continues to assist individuals and families with housing needs and questions.

Legal Department

The major objective of this office is to advise all town boards and officials about their legal responsibilities and prerogatives. The Town Counsel also represents the town and its agencies and officers both in courts of various jurisdiction as well as with state administrative agencies such as the Civil Service Commission, the Labor

Relations Commission, and the Massachusetts Commission Against Discrimination. In addition twenty-one new tort claims were brought against the town for alleged defects in public ways and other alleged tortious acts or omissions to act by town employees. The total amount of judgements rendered against the town was one of the lowest amounts rendered against any town in the state.

As a corporation, the town is constantly involved in contractual and other legal arrangements with public and private agencies in the purchase of properties and materials, the rendering of services, and awarding of grants. The Town Counsel prepares many applications, contracts, leases, deeds, and other legal instruments concerning these matters. In 1991 this department approved, examined, or prepared 163 contracts together with bonds, corporate votes, and insurance certificates relating to contracts.

The Town Counsel's responsibility as the bargaining agent in collective bargaining with six employee unions is most time consuming. These duties include supervision of negotiations, contract administration, and grievance resolution arbitrations.

CENTRAL MANAGEMENT SERVICES

enables voice and data communication between the town's PBX, fire services at the Community Safety building, and the three fire stations at no additional cost. This reorganization realized a saving of approximately \$500 monthly.

The second project was the decision to install Intellipath Centrex system for our off-premises locations (elementary and junior high schools, cemetery, branch libraries, recreation, and tree departments). At the same time we were able to include the Arlington Youth Consultation Center in our system. This allows them to call within our schools and town offices cost free. Besides looking at this as an overall financial saving it gives the public the option of calling those departments directly without going through the main switchboard. Our telephone operators continue to assist the public with requests for information and to channel calls to the correct office, thus reducing the interruptions in these busy offices with unnecessary calls.

The telecommunications department, cooperating with Robbins Library, arranged for installation of telecommunication for the children services at the Fox Branch, for technical services at the Dallin Branch, and for administration offices at the Robbins House where they will be housed during the Robbins Library Building Project.

Data Processing

This year could be described as a transitional year for the Data Processing department. The Town Meeting voted to eliminate the position of Director of Data Processing and have those duties assumed by the Town Comptroller. This action accompanied cost reductions which contributed to a significant overall budget cut.

This was also the year when a number of new applications were activated on the Unisys Computer, including financial systems and school department programs. Both programs were originally purchased from software vendors who subsequently went out of

business. Maintenance of the school system was taken over by the town's data processing department. A replacement package had to be implemented for the town's financial systems. Fortunately, the only additional cost to the town was the need to extend the software implementation process.

The community safety system was implemented except for a few modules which will be installed during the next year. We expect that the department will be totally computerized by the end of next year. They have already begun to reap the benefits of automation.

The town will be implementing micro-computer networks in place of stand alone personal computers in order to lower the overall cost of this equipment. Other benefits from this approach include improved version control, software standardization, improved security, and lower hardware maintenance costs.

Town Comptroller

The Comptroller completed the eighth year of using the Uniform Municipal Accounting System (UMAS). UMAS was established by the Department of Revenue to bring Massachusetts accounting practices into agreement with generally accepted accounting principles as promulgated by the Government Accounting Standards Board (GASB).

The Comptroller's office has completed the conversion of the Town and School payroll processing from the outdated Burroughs System to Munis, a comprehensive software system for government accounting and reporting.

Beginning in January the Comptroller's office will be expanding its internal departmental audit policy. Staff members will be on-site randomly auditing payroll and invoice records and checking for compliance with all applicable state and local laws and regulations.



Finance Committee. Seated from left: Richard E. Smith, Executive Secretary; Richard Fanning, Vice Chairman; Robert O'Neill, Vice Chairman; Allan Tosti, Chairman; Jerome Hallee, Vice Chairman; and Peter Howard, Secretary. Standing from left: Gail DuBois, Zavan Mazmanian, Paul Olsen, Mary Ronana, John Deyst, Marjorie Robinson, Robert Tosti, Kenneth Simmons, Deborah Ferraro, and Harry McCabe.

Finance Committee

Late in 1991 the Finance Committee leadership changed. Robert F. O'Neill resigned as chairman for health reasons after many years of service. Bob will continue to serve as vice chairman along with Richard C. Fanning and Jerome P. Hallee. Allan Tosti was elected chairman. Peter B. Howard was elected secretary to replace Deborah B. Ferraro who had resigned after several years of service. The committee has had two other personnel changes. Early in the year, Robert L. Tosi, Jr., was appointed, bringing the committee to its full strength of twenty-one members. Late in the year, Abigail DuBois was appointed to replace Pegi J. Cunningham who had moved out of town.

The committee began its annual work by holding hearings on the warrant articles. In considering each article, the committee had to recognize the severely limited funds available. Despite the Proposition 2½ override passed in 1990,

Recapitulation of the Fiscal Year 1991 Tax Rate \$13.84/\$1,000 of Assessed Value

DEBITS

Appropriations	\$63,442,269
Court Judgments	50,433
Cherry Sheet Offset	232,753
State and County Charges	2,643,466
Allowance for Abatements and Exemptions	<u>902,285</u>
Total Debits	\$67,271,206

CREDITS

State Receipts	\$12,103,497
Local Receipts	13,376,901
Free Cash	1,738,400
Other Available Funds	<u>416,455</u>
Total Credits	\$27,635,253

AMOUNT TO BE RAISED BY TAXATION **\$39,635,953**

TOWN PROPERTY VALUATION **\$2,863,869,461**

SETTING THE TAX RATE: Divide the Amount to be Raised by
Town Property Valuation, multiply by \$1,000.
 $(\$39,635,953 / \$2,863,869,461) \times (\$1,000) = \$13.84.$

Source - Tax Rate Recapitulation Sheet

FINANCIAL MANAGEMENT SERVICES

the reduction in local aid of \$1.7 million on top of large reductions in 1990 required near level funding for all departments. The report to the Town Meeting contained a full discussion of these matters. Several articles submitted by the Treasurer which would have changed various aspects of town budgeting generated the most discussion.

Finance Committee members continued to use an approach to budgeting that they had been using for the past few years. Committee members calculated all the revenue available to the town, then reduced the total amount by the "fixed costs". The fixed costs are part of both the school and town budgets and include state charges, elections, tipping fees, special education out-of-district costs, pensions, insurance, and capital improvements. The remaining dollars were then apportioned to the schools and town departments at a percentage equal to each department's proportion of the budget in the previous year. The resulting budget, after several iterations driven by varying predictions of the State's local aid, was provided in the committee's report to the Town Meeting. The committee's report contained recommended action on all articles requiring an appropriation, including the budget. The report also contained a summary spreadsheet of all expected revenues and expenditures. The arithmetic to carry out these calculations and create these reports has been computerized by Bob O'Neill. Bob plans to continue to provide this valuable service to the committee and the town.

Again, the Finance Committee was able to present the Town Meeting with a balanced budget. This budget has withstood the test of the first half of the fiscal year without requiring a Special Town Meeting to make further adjustments.

Capital Planning Committee

The Capital Planning Committee was established by the 1986 Arlington Town Meeting to assist the Town Manager in preparing a long-range capital improvement plan. The committee consists of the Town Manager, Superintendent of Schools, Treasurer, Comptroller (or their designees), a representative of the Finance Committee and two registered voters of the town appointed by the Moderator.

A capital improvement program is a blueprint for planning a community's capital expenditures. Capital expenditures provide the physical infrastructure upon which the town bases its delivery of services. This infrastructure includes roads and sidewalks, schools and town buildings, recreational facilities, heavy machinery and office, data processing, and telecommunication equipment. It includes the facilities, the pathways, and the machinery for government services.

The committee began work last August on the five-year plan, FY 1993-1997. Request forms were reviewed and department heads met with the committee through the month of September. The committee discussed each department's requests and general department needs at these meetings. In November, the committee presented its recommendations to the Town Manager.

The committee used six criteria for recommendations:

- Imminent threat to health and safety of citizens/property (police cruisers and radios, traffic lights, exhaust system, SCBA breathing apparatus),
- Maintenance and improvement of capital assets (major repairs of buildings, e.g., Robbins House renovations, replacement of vehicles and equipment, park and play area renovations),
- Requirement of state or federal law (asbestos cleanup program mandated by federal law in 1986, removal of gas tanks),
- Improvement of the infrastructure

(streets and sidewalks, water and sewer),

- Improvement of productivity (equipment replacement, microcomputer program) and
- Improvement of an overburdened situation (renovation of Robbins Library).

As a result of the efforts of the Capital Planning Committee and its close cooperation with the Town Manager, the Finance Committee, and the Treasurer, in recent years Town Meeting has approved continued road improvements, new equipment in data processing, the Mount Gilboa conservation and recreation area acquisition, replacement of critical fire equipment, and many other important capital projects critical to town services and Arlington's future. The 1992 Town Meeting approved several key projects, including the replacement of Pumper Engine #3 at the Park Circle Fire Station, an infrastructure base map for the town, continuation of a rehabilitation program to replace and improve much of the town's 100-year-old water and sewer system, and initial funding for the renovation of Robbins Library, a project co-operatively funded through state grants and town bonds.

Board of Assessors

At the annual election held in March 1991, Kevin P. Feeley was reelected for a three year term to the Board of Assessors. At the organizational meeting of the Board of Assessors, Philip J. Waterman, CMA, was elected chairman and Maurice O'Connell, MAA, was elected vice chairman.

During 1991 the Board of Assessors completed the FY 1992 revaluation. This was the third triennial certification completed by the Assessors since the inception of Proposition 2 1/2. All of these triennial certifications have been completed in-house and in a timely manner. The Assessors' utilization of their in-house staff to complete these revaluations has lead to a savings to the town of approximately \$500,000 every three years.

FINANCIAL MANAGEMENT SERVICES

In 1990-1991 the real estate market slowed from its frantic pace of the previous three years. Property values in the residential sector fell by 7.49% while total property values for the town declined by 7.58%.

In 1991 the board initiated an ongoing property reinspection program. By inspecting 2,500 properties annually, the Assessors will maintain a continuous reinspection cycle allowing for all properties to be reinspected over a five year period. This reinspection program will allow the Assessors to maintain an accurate database, keep abreast of the changing real estate market and to ensure fairness, equity and consistency in assessed values for all property owners.

The town experienced a downturn in new growth in 1991. New growth which had averaged \$100,000 of tax dollars over the last five years accounted for only \$47,000 in FY 1992. Due to economic conditions and the current real estate market it appears that this trend will continue.

The board committed 14,619 real estate and personal property tax bills to the Tax Collector for collection for FY 1992. These bills raised a total of \$39,635,953 in property taxes. The total assessed value of all taxable real estate and personal property for FY 1992 was \$2,863,869,461 which resulted in a Tax Rate of \$13.84 per thousand dollars of assessed value. The board also

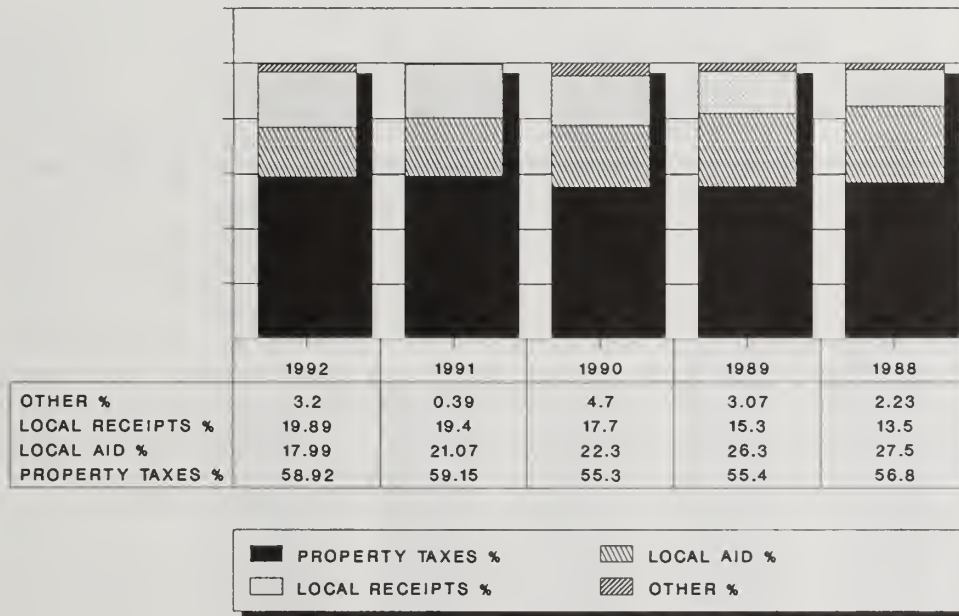
committed over 40,000 automobile excise tax bills for collection at an estimated income to the town of \$2,000,000.

The Board also thanks the Assessing Office staff for their continued support and for a job well done in 1991.

Beginning below and on the next page are charts and graphs developed by this office showing valuable assessment information.

BOARD OF ASSESSORS

ARLINGTON'S REVENUES 1988-1992 SOURCE %



FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

ASSESSMENT DATA

VALUATION AND TAX LEVY

Fiscal Year	Total Assessed Valuation	Tax Levy	Tax Rate*
1992	\$ 2,863,869,461	\$ 39,635,953	\$13.84
1991	3,098,794,803	38,641,971	12.47
1990	3,121,701,503	35,119,141	11.25
1989	3,131,348,407	34,006,443	10.86
1988	1,835,817,522	32,420,537	17.66
1987	1,825,868,889	31,477,979	17.24
1986	1,831,552,000	30,202,292	16.49

PERCENT OF TAX LEVY BY PROPERTY CLASSIFICATION

Class	Property Type	Fiscal Year 92	Fiscal Year 91	Fiscal Year 90
I	Residential	90.54	91.14	91.04
II	Open Space	.05	.05	.06
III	Commercial	7.25	6.78	6.80
IV	Industrial	.89	.87	.90
V	Personal Property	1.27	1.16	1.20

*Tax Rate expressed in per thousand dollars of assessed value

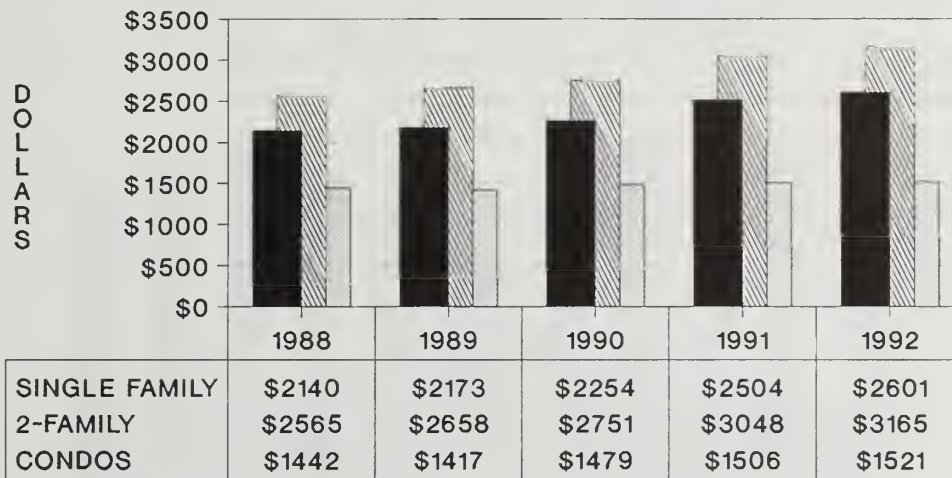
ASSESSMENTS BY PROPERTY CLASSIFICATIONS

Class Type	Parcel Count	Total Assessed Value	Average F.Y. 92 Assessed Value
Single Family	7,880	\$1,480,973,400	\$187,941
Condominiums	1,664	182,861,300	109,893
Two Family	2,966	678,244,500	228,673
Three Family	212	52,912,500	249,587
Multi Dwell.	15	3,962,100	264,140
4-8 Unit Apt.	86	29,811,200	346,642
Over 8 Unit Apts.	74	120,781,300	1,632,180
Rooming Houses	4	1,632,500	408,125
Mixed Use	97	44,537,100	459,145
Vacant Land	426	18,007,800	42,271
Open Space	30	1,363,000	45,433
Commercial	373	187,920,200	503,807
Industrial	28	25,383,300	906,546
Personal Property	<u>761</u>	<u>36,479,261</u>	47,935
TOTALS	14,619	\$2,863,869,461	

FINANCIAL MANAGEMENT SERVICES

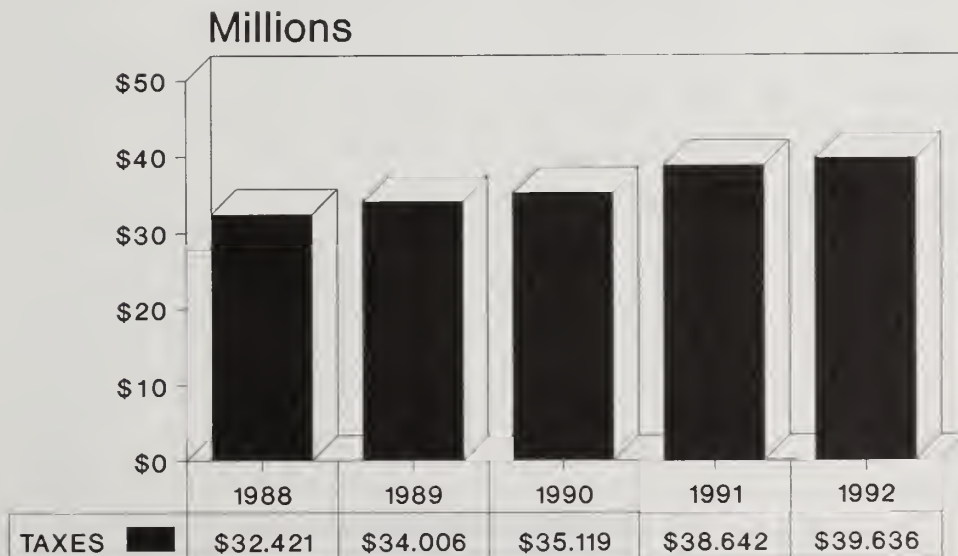
BOARD OF ASSESSORS

REAL ESTATE TAXES FY 1988-1992 AVERAGES



■ SINGLE FAMILY ▨ 2-FAMILY □ CONDOS

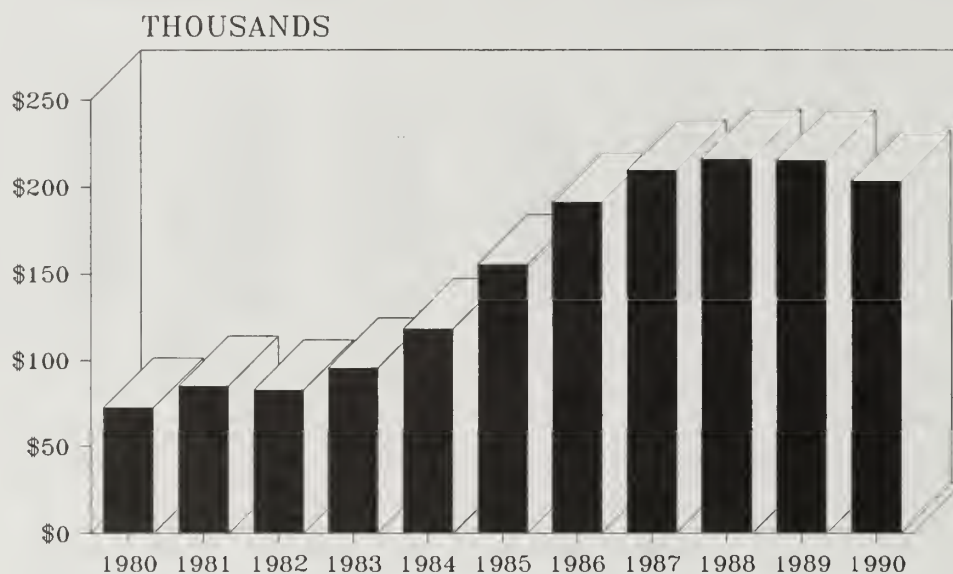
Real Estate Taxes Town Of Arlington FY 1988-1992



FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

SINGLE FAMILY SALES AVERAGE SELLING PRICE 1980-1990



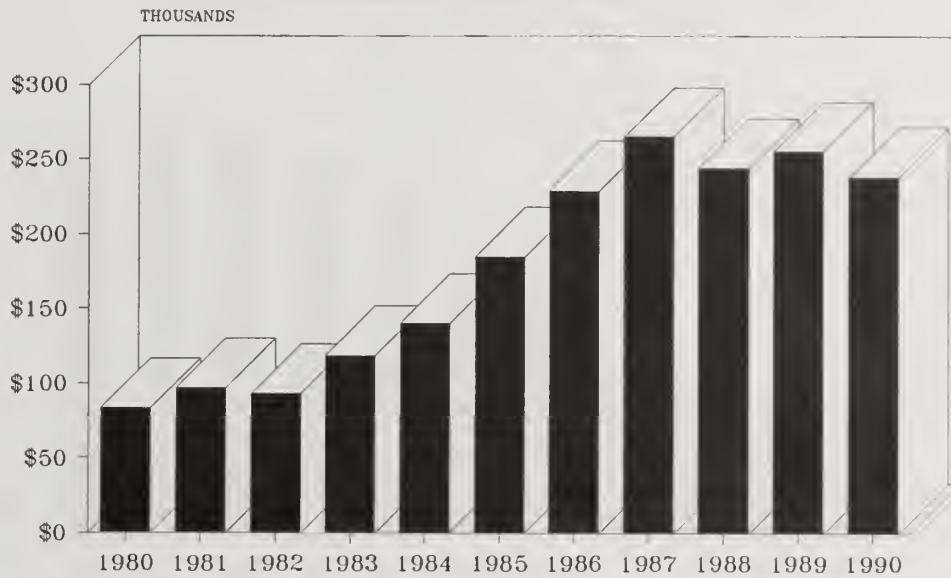
1980-1990

YEAR	# OF SALES	AVERAGE SALES PRICE	% CHANGE
1980	244	\$72,793	
1981	196	\$85,563	17.54%
1982	260	\$83,047	-2.94%
1983	293	\$96,012	15.61%
1984	293	\$118,057	22.96%
1985	321	\$154,966	31.26%
1986	365	\$191,139	23.34%
1987	292	\$209,501	9.61%
1988	286	\$215,774	2.99%
1989	284	\$215,270	-0.23%
1990	217	\$203,674	-5.38%
1980-1990 SALES % INCREASE			279.79%
\$ INCREASE			\$130,881

FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

TWO FAMILY SALES AVERAGE SELLING PRICE 1980-1990



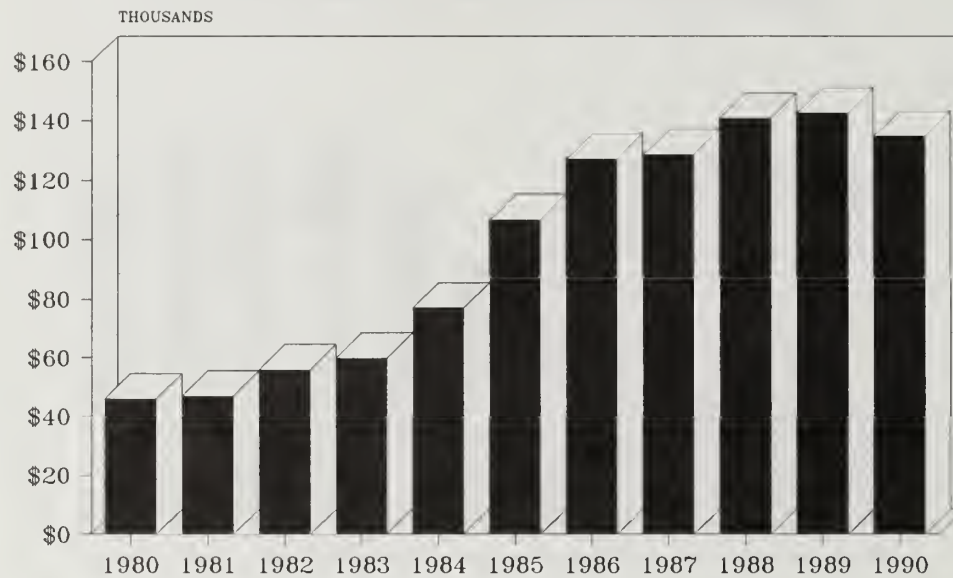
1980-1990

YEAR	# OF SALES	AVERAGE SALES PRICE	% CHANGE
1980	80	\$83,981	
1981	54	\$97,349	15.92%
1982	76	\$93,326	-4.13%
1983	132	\$118,944	27.45%
1984	103	\$140,103	17.79%
1985	96	\$184,789	31.90%
1986	88	\$228,557	23.69%
1987	52	\$265,109	15.99%
1988	60	\$243,650	-8.09%
1989	71	\$255,137	4.71%
1990	43	\$237,960	-6.72%
1980-1990 SALES		% INCREASE	283.35%
		\$ INCREASE	\$153,979

FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

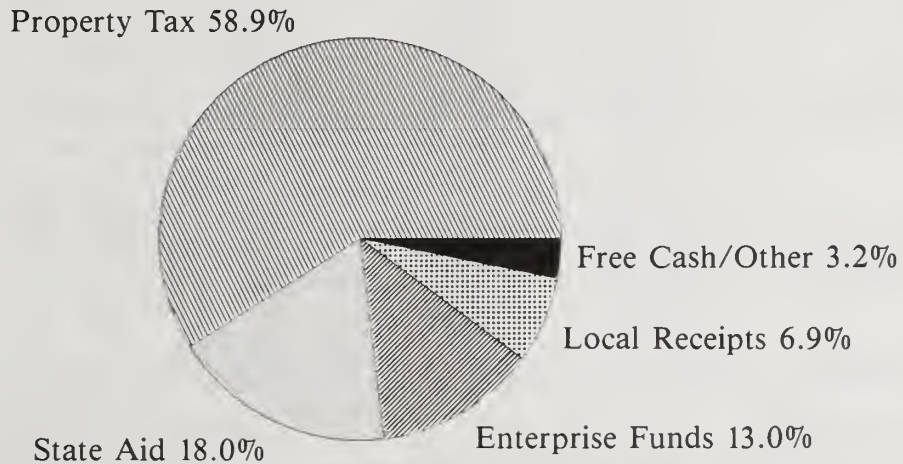
CONDOMINIUM SALES AVERAGE SELLING PRICE 1980-1990



1980-1990

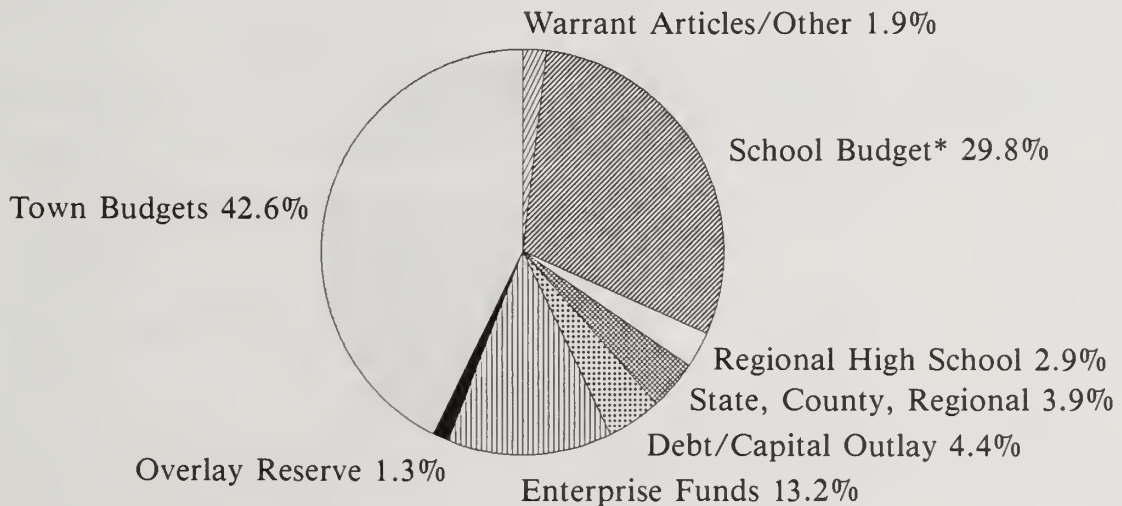
YEAR	# OF SALES	AVERAGE SALES PRICE	% CHANGE
1980	36	\$46,087	
1981	175	\$47,031	2.05%
1982	137	\$56,041	19.16%
1983	205	\$59,873	6.84%
1984	196	\$77,020	28.64%
1985	236	\$106,667	38.49%
1986	173	\$127,116	19.17%
1987	222	\$128,582	1.15%
1988	246	\$140,568	9.32%
1989	127	\$142,576	1.43%
1990	103	\$134,716	-5.51%
1980-1990 SALES		% INCREASE	292.30%
		\$ INCREASE	\$88,629

Where It Comes From



Source - Tax Rate Recapitulation Sheet

Where It Goes



Source - Tax Rate Recapitulation Sheet, Town Clerk's Certified Copy of Town Meeting Actions

*Various School Costs (i.e., Insurance, Data Processing, Workers' Compensation, Telephone) are Charged to Town Budgets

FINANCIAL MANAGEMENT SERVICES

BUDGET

	<u>FY 1991</u>	<u>FY 1992</u>		<u>FY 1991</u>	<u>FY 1992</u>
GENERAL GOVERNMENT			EDUCATION/LIBRARY		
Board of Selectmen	\$ 319,609	281,927	Schools	20,218,521	20,053,372
Town Manager	167,129	168,308	Library	<u>1,001,474</u>	<u>973,140</u>
Purchasing	52,424	54,721	Sub Total-		
Personnel	119,022	119,849	Education/Library	21,219,995	21,026,512
Data Processing	414,425	402,143			
Telecommunications	182,840	188,994	HUMAN RESOURCES		
Postage	95,756	129,924	Human Resources		
Legal	120,592	120,592	Administration	\$ 72,469	\$ 72,469
Town Clerk	135,318	135,356	Sealer/Consumer Affairs	9,632	9,632
Board of Registrars	71,648	65,788	Veterans Services	135,623	147,129
Workers' Compensatio	589,408	644,567	Board of Health	125,499	128,059
Reserve Fund	<u>200,000</u>	<u>200,000</u>	Council on Aging	<u>82,883</u>	<u>74,757</u>
Sub Total-			Sub Total-		
General Government	2,468,171	2,512,169	Human Resources	426,106	432,046
FINANCIAL MANAGEMENT			PLANNING, DEVELOPMENT, ZONING		
Finance Committee	9,849	9,849	Planning and Community		
Comptroller	200,728	201,369	Development	138,930	139,090
Treasurer/Collector	357,399	388,735	Redevelopment Board	149,745	158,245
Board of Assessors	<u>190,963</u>	<u>187,091</u>	Zoning Board of Appeals	<u>21,160</u>	<u>21,160</u>
Sub Total-			Sub Total-		
Financial Management	758,939	787,044	Planning, Development, Zoning	309,835	318,495
PUBLIC WORKS			FIXED COSTS		
Properties	241,385	242,298	Pensions	4,906,751	4,906,153
Natural Resources	684,470	691,038	Insurance	5,775,302	5,251,223
Cemeteries	318,988	295,893	Debt and Interest		
Engineering	226,243	50,685	(Excluding Capital		
Public Works Administration	271,650	270,434	Budget)	<u>460,000</u>	<u>146,793</u>
Roadway Maintenance	1,009,261	906,566	Sub Total-		
Sanitation	<u>2,635,713</u>	<u>2,727,522</u>	Fixed Costs	11,142,053	10,304,169
Sub Total-					
Public Works	5,387,710	5,184,436	TOTAL OPERATIONAL BUDGETS	<u>\$49,832,409</u>	<u>\$48,631,310</u>
COMMUNITY SAFETY			Enterprise Fund Expenses		
Parking	30,735	29,664	Water and Sewer	2,769,118	3,012,509
Community Safety			Assessment	3,992,906	4,946,032
Administration	194,537	196,626	Recreation	261,261	258,897
Police	3,199,527	3,178,029	Veterans' Memorial Rink	191,319	250,848
Fire	3,506,687	3,471,336	Youth Services	207,012	219,173
Support Services	718,114	720,784	Council on Aging Trans.	183,540	188,300
Street Lighting	<u>470,000</u>	<u>470,000</u>			
Sub Total-					
Community Safety	8,119,600	8,066,439			

FINANCIAL MANAGEMENT SERVICES



■ 200 Clarendon Street
Boston
Massachusetts 02116-5072

■ Phone: 617 266 2000
Fax: 617 266 5843

The Board of Selectmen
Town of Arlington

We have audited the accompanying general purpose financial statements of the Town of Arlington, Massachusetts (the "Town") as of and for the year ended June 30, 1991, as listed in the index. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note A, the Town prepares its general purpose financial statements using accounting principles which are in conformity with the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. As described in Note B, these accounting principles differ in certain respects from generally accepted accounting principles.

Consistent with the practices of many municipalities in the Commonwealth of Massachusetts, the general purpose financial statements do not include a general fixed assets account group, even though such group should be included to conform with generally accepted accounting principles. The amounts that should be recorded in the general fixed assets account group are not known.

The Town's Enterprise Funds do not account for the historical cost of plant assets and their related depreciation, nor do they provide for associated borrowings, contributed capital or any allocation of compensated absences from the long-term debt account group. As described in Note B, this accounting is required by generally accepted accounting principles.

As described in Note B, generally accepted accounting principles require a biennial actuarial valuation with an annual update of pension data. The Town's most current valuation does not meet this requirement.

The Town records claims in their health claims trust fund on a pay-as-you-go basis. Generally accepted accounting principles require that unpaid claims and claims incurred but not reported be accounted for on an accrual basis. The amounts of unrecorded health claims costs and related liabilities on an accrual basis have not been determined.

In our opinion, except for the effects on the general purpose financial statements of the differences in accounting practices referred to in the preceding five paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Arlington, Massachusetts, as of June 30, 1991, and the results of its operations and the cash flows of its proprietary and similar trust fund types for the year then ended, in conformity with generally accepted accounting principles.

As described in Note E, in 1991 the Town changed its method of recording pension expense from a pay-as-you-go method to a method designed to reduce the unfunded actuarial liability of its retirement system to zero.

As described in Note A, in 1991 the Town adopted Governmental Accounting Standard No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that use Proprietary Fund Accounting". As a result, the general purpose financial statements include a statement of cash flows for proprietary fund types and similar trust funds.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary information and combining fund financial statements and schedules listed in the index are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town. Such information has been subjected to the auditing procedures applied in our audit of the general purpose financial statements and, in our opinion, except for the effects of the differences in accounting practices referred to in the fourth through eighth preceding paragraphs, the supplementary information and combining fund financial statements and schedules are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

A stylized, handwritten-style signature of 'Ernst & Young' in a cursive script.

September 13, 1991

FINANCIAL MANAGEMENT SERVICES

Audited Financial Statements

COMBINED BALANCE SHEET - ALL FUND TYPES AND GENERAL LONG-TERM DEBT ACCOUNT GROUP June 30, 1991

	Governmental Fund Types			Propriety Fund Type Enterprise Funds	Fiduciary Fund Type Trust and Agency Funds	General Long-Term Debt Account Group	Total (Memorandum Only)
ASSETS	General Fund	Special Revenue Fund	Capital Projects Fund				
Cash and cash equivalents--Note I	\$ 4,909,687	\$ 6,267	\$ 770,960	\$ 27,703	\$ 119,116		\$ 5,833,733
Investments--Note J	1,617,241	1,072,338	1,092,482	2,645,349	49,204,343		55,631,753
Receivables:							
Motor vehicle excise	699,669						699,669
User charges and assessments	179,344			855,451			1,034,795
Tax liens and litigation	734,655						734,655
Deferred taxes	238,218						238,218
Departmental	115,534						115,534
Due from Commonwealth of Massachusetts	734,407	298,755	187,842				1,221,004
Total receivables	2,701,827	298,755	187,842	855,451			4,043,875
Allowance for uncollectible amounts	(201,094)						(201,094)
	2,500,733	298,755	187,842	855,451			3,842,781
Prepaid expenditures	10,102						10,102
Tax foreclosures	13,550						13,550
Amount to be provided for payment of notes			875,000			\$ 320,000	1,195,000
Amount to be provided for payment of bonds						5,630,000	5,630,000
Amount to be provided for compensated absences						4,543,150	4,543,150
Amount to be provided for unfunded pension liability						33,719,987	33,719,987
Total assets	<u>\$9,051,313</u>	<u>\$1,377,360</u>	<u>\$2,926,284</u>	<u>\$3,528,503</u>	<u>\$49,323,459</u>	<u>\$44,213,137</u>	<u>\$110,420,056</u>
LIABILITIES AND FUND EQUITY							
Liabilities:							
Warrants payable	\$ 139,335	\$ 16,397					\$ 155,732
Accrued payroll and withholdings	1,972,136	8,396		\$ 17,633			1,998,165
Provision for abatements and exemptions	485,841						485,841
Due to Commonwealth of Massachusetts							
Other liabilities	365,948		\$ 30,680	34,772	\$ 601,675		1,033,075
Revenue deferred until collected	1,566,735	298,755	187,842				2,053,332
Real estate taxes paid in advance	267,309						267,309
Notes payable--Note F			875,000			\$ 320,000	1,195,000
Bonds payable--Note F						5,630,000	5,630,000
Accrued compensated absences						4,543,150	4,543,150
Unfunded pension liability						33,719,987	33,719,987
Total liabilities	4,797,304	323,548	1,093,522	52,405	601,675	44,213,137	51,081,591
Commitments and contingencies--Note G							
Fund equity:							
Retained earnings:							
Reserved for encumbrances				102,397			102,397
Unreserved				3,373,701			3,373,701
Fund balances:							
Reserved:							
Encumbrances	398,577	148,933	197,866		51,549		796,925
Expenditures	3,169,469		1,356,756		15,153		4,541,378
Cemetery funds					1,957,122		1,957,122
Health claims trust fund--Note H					2,819,913		2,819,913
Employees pension fund--Note E					27,397,324		27,397,324
Pension reserve fund--Note E					12,878,603		12,878,603
Other	11,070		72,405		3,584,526		3,668,001
Unreserved	674,893	904,879	205,735		17,594		1,803,101
Total fund equity	<u>4,254,009</u>	<u>1,053,812</u>	<u>1,832,762</u>	<u>3,476,098</u>	<u>48,721,784</u>		<u>59,338,465</u>
Total liabilities and fund equity	\$ 9,051,313	\$ 1,377,360	\$ 2,926,284	\$ 3,528,503	\$ 49,323,459	\$ 44,213,137	\$110,420,056

See notes to general purpose financial statements.

FINANCIAL MANAGEMENT SERVICES

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS

Year ended June 30, 1991

	Governmental Fund Types			Fiduciary Fund Type	Total (Memo- randum only)
	General Fund	Special Revenue Fund	Capital Projects Fund	Expendable Trust Funds	
Revenues:					
Real estate and personal property taxes	\$38,446,369				\$38,446,369
Motor vehicle excise	2,329,161				2,329,161
Penalties and interest	162,823				162,823
Nonenterprise charges for services and special assessments	1,027,291	\$1,589,785			2,617,076
Licenses and permits	175,362				175,362
Intergovernmental	14,393,770	2,539,314	\$ 58,574		16,991,658
Interest and investment income	560,680	26,720		\$ 1,273,182	1,860,582
Contributions			87,169	1,321,936	1,409,105
Miscellaneous	<u>516,497</u>	<u>42,246</u>			<u>558,743</u>
Total revenues	<u>57,611,953</u>	<u>4,198,065</u>	<u>145,743</u>	<u>2,595,118</u>	<u>64,550,879</u>
Expenditures:					
General government	2,851,224		86,340		2,937,564
Public works and engineering	4,113,886		437,007		4,550,893
Planning and community development	382,896	2,101,139	1,174,776		3,658,811
Community safety	7,684,897	206,892	192,843		8,084,632
Education	23,226,268	1,715,348			24,941,616
Debt principal	2,204,127				2,204,127
Debt interest	615,837				615,837
Insurance and pensions	1,532,049			6,899,067	8,431,116
Properties and natural resources	1,210,816		172,328		1,383,144
Human resources	508,701	139,989			648,690
Library	941,430	12,888	175,335		1,129,653
State and county charges	2,551,600				2,551,600
Miscellaneous	<u>12,284</u>			<u>66,713</u>	<u>78,997</u>
Total expenditures	<u>47,836,015</u>	<u>4,176,256</u>	<u>2,238,629</u>	<u>6,965,780</u>	<u>61,216,680</u>
Excess (deficit) of revenues over expenditures	\$ 9,775,938	\$ 21,809	\$ (2,092,886)	\$ (4,370,662)	\$ 3,334,199
Other financing sources (uses):					
Proceeds of temporary loans	3,200,000		875,000		4,075,000
Repayment of temporary loans	(3,722,200)				(3,722,200)
Proceeds of bonds	522,200		962,800		1,485,000
Interfund transfers in (out)	(9,985,402)	(22,716)	477,400	7,444,062	(2,086,656)
Other	<u>645,530</u>				<u>645,530</u>
Total other financing sources(uses)	<u>(9,339,872)</u>	<u>(22,716)</u>	<u>2,315,200</u>	<u>7,444,062</u>	<u>396,674</u>
Excess (deficit) of revenues and other sources over expenditures and other uses	436,066	(970)	222,314	3,073,400	3,730,873
Fund balances at July 1, 1990	<u>3,817,943</u>	<u>1,054,719</u>	<u>1,610,448</u>	<u>13,528,788</u>	<u>20,011,898</u>
Fund balances at June 30, 1991	<u>\$ 4,254,009</u>	<u>\$1,053,812</u>	<u>\$1,832,762</u>	<u>\$16,602,188</u>	<u>\$23,742,771</u>

See notes to financial statements.

FINANCIAL MANAGEMENT SERVICES

STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - GENERAL FUND BUDGETARY BASIS Year ended June 30, 1991

	General Fund		
		Actual (budgetary basis) (Note D)	Variance Favorable (Unfavorable)
	Budget		
Revenues:			
Real estate and personal property taxes	\$38,664,300	\$38,467,232	\$ 197,068
Motor vehicle excise	2,250,000	2,272,400	(22,400)
Penalties and interest	140,000	162,823	(22,823)
Nonenterprise charges for services and special assessments	1,058,873	1,027,291	31,582
Licenses and permits	210,000	175,362	34,638
Intergovernmental	13,546,233	14,393,770	(847,537)
Interest and investment income	700,000	560,680	139,320
Miscellaneous	<u>132,000</u>	<u>516,497</u>	<u>(384,497)</u>
Total revenues	<u>56,701,406</u>	<u>57,576,055</u>	<u>(874,649)</u>
Expenditures:			
General government	3,113,270	2,851,224	262,046
Public works and engineering	4,771,470	4,113,886	657,584
Planning and community development	411,488	382,896	28,592
Community safety	7,724,322	7,684,897	39,425
Education	23,630,023	23,226,268	403,755
Debt principal	2,263,007	2,204,127	58,880
Debt interest	804,080	615,837	188,243
Insurance and pensions	1,729,576	1,532,049	197,527
Properties and natural resources	1,320,763	1,210,816	109,947
Human resources	543,053	508,701	34,352
Library	1,015,923	941,430	74,493
State and county charges	2,564,710	2,551,600	13,110
Miscellaneous	<u>74,451</u>	<u>12,284</u>	<u>62,167</u>
Total expenditures	<u>49,966,136</u>	<u>47,836,015</u>	<u>2,130,121</u>
Excess of revenues over expenditures	<u>\$ 6,735,270</u>	<u>\$ 9,740,040</u>	<u>\$(3,004,770)</u>

See notes to general purpose financial statements.

FINANCIAL MANAGEMENT SERVICES

COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS/FUND EQUITY - PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS Year ended June 30, 1991

	Proprietary Fund Types Enterprise Funds	Fiduciary Fund Types Nonexpendable Trusts	Contributory Pensions	Total (Memo- randum only)
Revenues:				
Charges for services	\$7,028,724			\$ 7,028,724
Intergovernmental	471,093		\$ 82,108	553,201
Earnings on investments		\$ 537,931	3,017,942	3,555,873
Contributions			1,148,287	1,148,287
Reimbursements from other systems			680,465	680,465
Miscellaneous	<u>12,122</u>		<u>98,749</u>	<u>110,871</u>
Total revenues	7,511,939	537,931	5,027,551	13,077,421
Expenses:				
Benefit payments			5,443,268	5,443,268
Supplies and water charges	4,586,005			4,586,005
Personal services	1,134,450			1,134,450
Other expenses	<u>33,897</u>	<u>322,765</u>	<u>746,930</u>	<u>1,103,592</u>
Total expenses	<u>5,754,352</u>	<u>322,765</u>	<u>6,190,198</u>	<u>12,267,315</u>
Income (loss) before interfund transfers	1,757,587	215,166	(1,162,647)	810,106
Interfund transfers in (out)	<u>(227,268)</u>	<u>20,938</u>	<u>2,292,986</u>	<u>2,086,656</u>
Net income	1,530,319	236,104	1,130,339	2,896,762
Retained earnings/fund equity at June 1, 1990	<u>1,945,779</u>	<u>4,486,168</u>	<u>26,266,985</u>	<u>32,698,932</u>
Retained earnings/fund equity at June 30, 1991	\$3,476,098	\$4,722,272	\$27,397,324	\$35,595,694

See notes to general purpose financial statements.

COMBINED STATEMENT OF CASH FLOWS - PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS Year ended June 30, 1991

	Proprietary Fund Types Enterprise Funds	Fiduciary Fund Types Nonexpendable Trusts	Contributory Pensions	Total (Memo- randum only)
OPERATING ACTIVITIES				
Net income	\$1,530,319	\$236,104	\$ 1,130,339	\$ 2,896,762
Adjustments to reconcile net income to net cash provided by operating activities:				
Changes in assets and liabilities:				
Increase in user charges and assessments	(195,217)			(195,217)
Decrease in accrued payroll and withholdings	(7,479)			(7,479)
Decrease in other liabilities	(75,072)			(75,072)
Total adjustments	<u>(277,768)</u>			<u>(277,768)</u>
Cash provided by operating activities	<u>1,252,551</u>	<u>236,104</u>	<u>1,130,339</u>	<u>2,618,994</u>
INVESTING ACTIVITIES				
Purchases of investment activities, net	<u>(2,645,349)</u>	<u>(263,875)</u>	<u>(1,130,339)</u>	<u>(4,039,563)</u>
Cash used for investing securities	<u>(2,645,349)</u>	<u>(263,875)</u>	<u>(1,130,339)</u>	<u>(4,039,563)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(1,392,798)	(27,771)		(1,420,569)
Cash and cash equivalents at beginning of year	<u>1,420,501</u>	<u>56,036</u>		<u>1,476,537</u>
Cash and Cash Equivalents at end of year	<u>\$ 27,703</u>	<u>\$ 28,265</u>	<u>\$ 0</u>	<u>\$ 55,968</u>

See notes to general purpose financial statements.

FINANCIAL MANAGEMENT SERVICES

NOTES TO FINANCIAL STATEMENTS

A. Summary of Significant Accounting Policies

The accompanying general purpose financial statements of the Town of Arlington, Massachusetts (the Town) have been prepared in conformity with the accounting practices prescribed by the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. The significant accounting practices required by UMAS and followed by the Town are presented below. Accounting requirements of UMAS vary in some respects from generally accepted accounting principles (GAAP). A summary of the significant differences is presented in Note B.

During 1991, the Town adopted Statement of Governmental Accounting Standards No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that use Proprietary Fund Accounting." The Standard requires the presentation of a cash flows statement for its proprietary and similar trust funds.

The Reporting Entity: The Town's major functions or activities include schools, police and fire protection, public works, public health, libraries, planning and zoning and general administrative services. The authoritative criteria for determining the programs, organizations and functions of government to be included in the combined financial statements of the reporting entity are as follows: oversight responsibility including selection of governing authority, designation of management and ability to significantly influence operations; accountability for fiscal matters including budget, surplus/deficits, debt, fiscal management and revenue characteristics; scope of public service; and special financing relationships.

The criteria noted above were used in deciding whether to include or exclude specific functions, programs and entities organizations from the Town's entity definition. The Town's combined financial statements include all entities for which the Town has responsibility. The school system is considered a component unit of the Town's financial statements as the above criteria in the preceding paragraph are met. The Town is not a party to any joint venture agreements.

The Contributory Retirement Plan, which is a component unit of the Town's combined financial statements, maintains its records on a fiscal year ending December 31.

Fund Accounting: Financial transactions of the Town are recorded in the following funds and accounts:

General Fund: An accounting for all transactions not properly accounted for in other prescribed funds and accounts.

Special Revenue Fund: An accounting for revenues legally restricted for specific purposes.

Capital Projects Fund: An accounting for transactions related to receipts and disbursements of funds used for the acquisition, construction or improvement of major capital facilities.

Enterprise Funds: An accounting for operations that are financed and operated in a manner similar to private business enterprises. The intent of the Town is to finance and recover the costs of providing goods or services to the general public primarily through user charges. Enterprise funds include water and sewer services, youth services, Council on Aging transportation, the Town skating rink and the recreation department.

FINANCIAL MANAGEMENT SERVICES

Trust and Agency Funds: An accounting for trust funds received by the Town and investment funds of the Town. In most cases, restrictions have been placed on the use of these funds by the grantors. Agency funds are used to account for assets held by the Town in an agent capacity for individuals, other governmental units and other funds.

General Long-Term Debt Account Group: An accounting for unmatured notes payable and long-term general obligation bonds payable and for the Town's liability for compensated absences and the unfunded pension liability.

Revenue Recognition: Real estate tax, personal property tax, motor vehicle excise and amounts due from other governments are recorded as revenues on a modified accrual basis. Revenues are recognized in the accounting period in which they become available and measurable. Revenues that are measurable, but not available, are deferred until collected. All other governmental revenues are recorded as revenues when received in cash. Accounts receivable balances related to such revenues are fully reserved until collected. Revenues of enterprise and trust funds are recognized on the accrual basis.

Expenditures, Encumbrances and Appropriation Balances: Expenditures are recorded on an accrual basis, with the exception of interest expenditures on long-term obligations, inventory expenditures and prepayment of insurance and similar items extending over more than one accounting period, which are recorded when paid. Encumbrances are recorded to reserve for a portion of fund balance in the governmental fund types for commitments for which no firm liability exists. Expenditures for continued appropriations are reserved from fund balances and carried forward until completion or until closed to unreserved fund balance. Funds designated for continued appropriations are approved by and represent intentions of Town Management to expend current appropriations in future periods.

Total (Memorandum Only) Columns on Combined Statements: Total columns on the combined financial statements are presented to aggregate financial data of the fund types and account group. Eliminating entries have not been made in arriving at these totals; accordingly, they do not represent consolidated information.

Reclassifications: Certain reclassifications have been made to the 1990 balances to conform to the 1991 presentation.

Interfund Transfers: Transfers of resources from a fund receiving revenue to the fund through which resources are to be expended are recorded as Interfund Transfers and are reported as other financial sources and uses in the various funds.

B. Generally Accepted Accounting Principles

The significant differences between the accounting practices applied in preparing the accompanying general purpose financial statements and generally accepted accounting principles are set forth below. It is not practicable to quantify the effects of differences on the accompanying general purpose financial statements.

Fund Accounting: GAAP requires the segregation and reporting of all financial transactions in eight types of funds and two account groups. Financial transactions for the following types of activities are accounted for by the Town on a basis which differs from GAAP:

The Town does not maintain records of the historical cost of its Enterprise Fund plant assets, depreciation of the cost of such assets and the portion of general obligation bond proceeds used for construction of Enterprise Fund plant assets. Accordingly, the balance sheet and the statement of revenues, expenses and changes in retained earnings and of cash flows of the Enterprise Fund do not reflect the historical cost of plant assets, the related depreciation of such cost, the associated borrowings and contributed capital, or any allocation of accrued compensated absences from the long-term debt account group, as required by generally accepted accounting principles. The amount of such unrecorded costs and related assets and liabilities have not been determined.

FINANCIAL MANAGEMENT SERVICES

GAAP also requires that a General Fixed Asset Account Group be maintained to provide historical cost information for all other property, buildings and equipment. Such information is not required, but is suggested by UMAS.

Pension Expense Recognition: GAAP requires a biennial actuarial valuation with an annual update of pension data. The most recent valuation was prepared as of January 1, 1989 with an update of pension data to January 1, 1991. The Town is in the process of obtaining an actuarial valuation as of January 1, 1991.

Other Benefits: Pursuant to provisions of the Massachusetts General Laws, the Town recognizes unemployment compensation costs as expenditures on a pay-as-you-go basis. GAAP requires that such costs be accounted for on an accrual basis as benefits are earned by employees.

Health Claims Liability for Unpaid Claims and Claims Incurred but not Reported: The Town has been paying health claims on a pay-as-you-go basis although GAAP requires a self insurer to estimate both unpaid claims and claims which have been incurred but not reported. The amount of such unrecorded health claim costs and related liabilities have not been determined (Note H).

Trust Fund Investments: GAAP requires that investments be recorded at cost or, in the case of donations, at the market value at the donation date. Trust Fund investments include marketable securities donated many years ago for which it is not practicable to determine their market value at the time of donation. The Town has recorded these securities at par value (see Note J).

Compensated Absences: GAAP requires an employer to accrue a liability for employees' compensation for future absences. The current portion of the liability should be recorded in the General Fund and the remainder of the liability should be recorded in the Long-Term Debt Group of Accounts. Amounts attributed to the Enterprise Funds should be recorded separately. The Town's policy is to fund compensated absences in the year in which the liability for such absences is paid. Accordingly, the Town has recorded the entire amount of the future liability for compensated absences in the Long-Term Debt Group of Accounts for the year ended June 30, 1991.

C. Real Estate and Personal Property Taxes

Real estate and personal property taxes are based on values assessed as of each January 1 and are due on the subsequent November 1 of the current calendar year and May 1 of the subsequent calendar year. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has the right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables, net of estimated uncollectibles, in the fiscal year of the levy.

A statewide tax limitation statute known as Proposition 2 1/2 limits the property tax levy to an amount equal to 2 1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2 1/2%, plus taxes levied on certain property newly added to the tax rolls. At a Town election in June 1990, the Town voted a general override of Proposition 2 1/2 in the amount of \$2.5 million for fiscal year 1991.

D. Budgetary Accounting

The Town must establish its property tax rate each year so that the resulting property tax levy will comply with the limits required by Proposition 2 1/2. The tax levy must equal the sum of (a) the aggregate of all annual appropriations for expenditures, plus (b) provision for the prior fiscal year's deficits, if any, less (c) the aggregate of all nonproperty tax revenues projected to be received by the Town, including available funds, in amounts certified or approved by the Commonwealth for tax rate purposes.

FINANCIAL MANAGEMENT SERVICES

Proposed budgetary General Fund, Capital Projects Fund and Enterprise Fund expenditure appropriations for all departments and operations of the Town are prepared under the direction of the appropriate appointed authority, i.e., Town Manager, Selectmen, Treasurer, Assessor and Town Clerk and are submitted to the Town Finance Committee for recommendation to Town meeting. After recommendation is obtained, expenditure appropriations are voted on at an Annual Town Meeting. For any supplemental appropriation orders, a Special Town Meeting is held after recommendations from the Finance Committee. In addition, the Town Manager may submit to the Board of Selectmen such supplementary appropriation orders as are deemed necessary. Once approved, the orders are voted at a Special Town Meeting. An annual budget is legally adopted only for the General Fund.

Budgetary data is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison with budgetary data. Budget amounts for real estate and personal property include amounts to be raised for abatements and exemptions. Actual revenues are net of abatements and exemptions.

The following reconciliation summarizes the differences between budgetary and GAAP basis (see Note B) accounting principles for the year ended June 30, 1991:

Excess of revenues over expenditures, as reported on a budgetary basis	\$9,740,040
Adjustment of certain revenues from a cash to modified accrual basis	<u>35,898</u>
Excess of revenues over expenditures, as reported on a GAAP Basis - Note B	<u>\$9,775,938</u>

E. Retirement Plan

General: Substantially all employees of the Town, except for teachers and certain other school employees, participate in the Town of Arlington Contributory Retirement System as established under Chapter 32 of the General Laws of the Commonwealth of Massachusetts. For the plan year ended December 31, 1990, covered payroll for all participants approximated \$15,708,000 and payroll for all Town employees approximated \$28,345,000. Under the plan, the participants contribute a certain percentage of their annual compensation. The Town's contribution for the year ended June 30, 1991, as determined on an actuarial basis as approved by the Commissioner of the Public Employee Retirement Administration, was approximately \$4,293,000. The Town has not made a determination of the contribution that would have been required on a pay-as-you go basis.

The accounting records of the System are maintained on a calendar year basis in accordance with the standards and procedures established by the Commissioner of the Public Employee Retirement Administration.

Benefits: Retired employees receive a retirement allowance, the computation of which is based upon years of service, the individual's retirement age and average compensation. Assuming a normal retirement age at 65, a retiree would receive an allowance of approximately 2.5% of average compensation for the highest three years of service times his credited years of service. The allowance received by individuals who elect to retire prior to attaining age 65 would be reduced to reflect the longer payout period.

Normal Retirement: Normal retirement occurs at age 65; however, participants may retire after 20 years of service prior to age 55, or at any time after attaining age 55 and 10 years of service.

Disability Retirement: The Plan provides for an accidental disability retirement, where the disability is the result of an injury or illness received or aggravated in the performance of duty. The benefits to be received in such cases are calculated as the sum of three amounts: 72% of salary, an annuity provided from accumulated deductions and additional pensions for minor children.

FINANCIAL MANAGEMENT SERVICES

The Plan also provides for ordinary disability retirement, where the disability is the result of an injury of illness received or aggravated not in the performance of duty. The benefits to be received in such cases are calculated in one of two ways: for veterans with 10 years of service, 50% of past year's salary; for nonveterans who have not attained age 55 and have at least 15 years of service, 50% of the average three highest years of salary.

Vesting: Plan benefits generally vest 100% beginning upon the completion of 10 years of service. Occupational disability and accidental death benefits vest at the date of disability or death, regardless of length of service. Employee contributions vest at the time they are deducted from payroll.

Membership Enrollment: At January 1, 1991, the retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits but not yet receiving them totaled 577 and the vested and nonvested employees totaled 666.

Description of Actuarial Cost Method and Assumptions: The actuarial present value of accumulated plan benefits is determined by an independent actuary and is that amount that results from applying actuarial assumptions to adjust the accumulated plan benefits to reflect the time value of money (through discounts for interest) and the probability of payment (by means of decrements such as for death, disability, withdrawal or retirement) between the valuation date and the expected date of payment. The significant actuarial assumptions used in the January 1, 1991 update of the January 1, 1989 valuation (the date of the latest actuarial valuation available) are as follows:

Actuarial Cost Method	-- Entry age
Interest Rate	-- 5% per year
Mortality	-- The 1965 group annuity table
Investment Return	-- 8% per annum
Salary Increases	-- 5 1/2% per annum
Cost of Living Increase	-- Assumed that the cost of living increases will continue to be funded by the State
Asset Valuation Method	-- Market value plus accrued contributions
Normal Retirement Age	-- Age 55 for groups 1 and 2, and age 50 for group 4 or obtained age on valuation date, if later

Accumulated plan benefits and plan net assets as of January 1, 1991 (the most current information available) are presented below:

Actuarial present value of accumulated plan benefits

Retired and inactive members:	
Retired members and beneficiaries	\$31,621,733
Inactive members	<u>45,497</u>
	31,667,230
Active members:	
Accumulated member contributions *	\$13,485,497
Vested benefits financed by the Town	27,284,168
Nonvested benefits financed by the Town	<u>2,557,496</u>
	43,327,160
Pension Benefit Obligation	<u>\$74,994,390</u>

* Includes allocated investment income.

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Net unfunded pension liability

Pension Benefit Obligation	\$74,994,390
Net assets available for plan benefits	<u>30,445,119</u>
Unfunded Pension Benefit Obligation	44,549,271

Amounts provided in Pension Reserve Fund	<u>10,829,284</u>
Net unfunded pension benefit obligation	<u>\$33,719,987</u>

The above amounts in the Pension Fund and Pension Reserve Fund are as of January 1, 1991 for comparability with the actuarial valuation of the pension benefit obligation. The corresponding amounts in the accompanying financial statements are \$27,397,324 and \$12,878,603, respectively.

The Town has established the Pension Reserve Fund, classified in its trust and agency funds, to provide additional funding for the Chapter 32 System. Contributions to this trust fund are separate from the financing requirements of the Chapter 32 Employees' Retirement System described above. No Town appropriated contributions were made to Pension Reserve Fund in 1991.

The amount shown above as "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date and for the probability of payment, by means of decrements such as for death, disability, withdrawal or retirement, between the valuation date and the expected date of payment. The measure is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due and make comparisons among public employee retirement systems. Significant actuarial assumptions used to compute actuarially determined contribution requirements are the same as those used to compute the pension benefit obligation. The above calculation of pension benefit obligation reflects an increase in the investment rate of return from 7.5% to 8%.

The above amounts do not include benefits related to retirees receiving benefits under the Noncontributory Retirement System which covers former employees who were never subject to the Contributory Retirement System. These employees are not included in the actuarial valuation referred to above and there is no available estimate of their related actuarial liability. Benefits paid to retirees under the Noncontributory Retirement System in 1991 were approximately \$636,346.

During 1990, the town implemented Section 22(6a)(b) of Chapter 32 of the Massachusetts General Laws. By doing so, the Town elected to become a funding system effective fiscal year 1991 and has established a funding schedule designed to fully fund the retirement system and to reduce the unfunded actuarial liability of the system to zero. Any system for which a funding schedule has been adjusted and approved may receive annual pension funding grants from the Commonwealth.

Trend information for the three years ended December 31, 1990, 1989 and 1988, respectively, is as follows:

	Year Ended December 31		
	1990	1989	1988
Net assets (at cost) as a percentage of pension benefit obligation	55%	53%	47%
Unfunded pension benefit obligation as a percentage of covered payroll	215%	227%	258%
Employer contributions as a percentage of annual covered payroll	29%	29%	28%

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Ten-year historical trend information designed to provide information about the Plan's progress made in accumulating sufficient assets to pay benefits when due is being developed on a year-by-year basis. Significant trend information for the periods available is included in the accompanying supplementary information. (*Editor's Note: The supplementary information is not printed in the Arlington 1991 Town Report.*)

Teachers and certain administrative employees of the School Department participate in a contributory retirement plan administered by the Massachusetts Teachers' Retirement Board. The Town has no obligation to contribute to this plan.

F. Long-Term Debt

Notes payable include a loan from the Commonwealth of Massachusetts, payable in four equal annual installments of \$80,000 plus interest at 5% per annum. The Town has applied for and has received notification that it will be the recipient of a grant of approximately \$350,000 for a new Town Common in Arlington Center. The Town Common Project was completed during fiscal year 1990, but due to a freeze in the disbursement of capital outlay funds by the Commonwealth of Massachusetts, the grant will not be forthcoming in either fiscal year 1991 or 1992. Therefore, pursuant to an agreement dated May 4, 1989 between the Town of Arlington and the Commonwealth of Massachusetts, payments for the note are suspended for a three year period commencing May 4, 1989 to allow income from the Central School to be used for interim financing of the Town of Arlington's Town Common project. Payments will recommence on May 4, 1992 and the final balance is due on May 4, 1995.

At June 30, 1991, the Town has \$877,400 in authorized but unissued bonds.

Bonds payable at June 30, 1991 are comprised of the following bond issues (000's omitted):

<u>Maturity date of obligation</u>	<u>Interest rate</u>	<u>Issue</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>Total debt outstanding at June 30 1991</u>
INSIDE DEBT LIMIT:								
10/01/95	6.3%	General Obligation	\$ 300	\$ 300	\$ 300	\$ 300	\$ 285	\$ 1,485
12/15/93	6.484	General Obligation	600	600	565			<u>1,765</u>
Total inside debt limit								<u>3,250</u>
OUTSIDE DEBT LIMIT:								
11/1/92	6.647	Senior High School	1,190	1,190				<u>2,380</u>
Total outside limit								<u>2,380</u>
Total principal payments								5,630
Total interest payments								<u>559</u>
Total principal and interest								<u>\$ 6,189</u>

On July 23, 1991, the Town presented for sale \$200,000 of Bond Anticipation Notes. The notes were sold at an interest rate on 4.48% and mature on October 15, 1991.

G. Commitments and Contingencies

The Town receives financial assistance from federal, state and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions

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specified in the agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the Town at June 30, 1991.

Various legal actions and other claims are pending against the Town. In the opinion of Town management, such litigation as is currently pending or threatened will not have a material effect on the Town's financial position.

H. Health Claims Trust Fund

The purpose of the Health Claims Trust Fund is to pay medical claims of Town employees and their covered dependents to minimize the total cost of annual medical insurance to the municipality. The Town appropriated approximately \$5,392,000 in 1991 which was transferred to a Trust Fund. The Town pays health claims on a pay-as-you-go basis. Estimated liabilities for claims incurred but not reported or settled as of year end are not reflected in the accompanying financial statements, because the Town has not prepared an estimate of these accounts.

I. Cash

At year end, the carrying amount of the Town's deposits for all funds was \$ 5,833,733 and the bank balance was \$6,649,968. The reconciling items between the two balances consist principally of outstanding checks which had not yet cleared the bank. These deposits are categorized below to give an indication of the level of risk assumed by the Town at year end. Category 1 includes bank balances that are insured by federal depository insurance. Category 2 includes investments that are collateralized by third parties. Category 3 includes all amounts which are uninsured and uncollateralized bank balances.

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Total</u>
Demand deposit accounts	\$100,000		\$ 834,378	\$ 934,378
Money market accounts	<u>109,701</u>	<u> </u>	<u>4,930,919</u>	<u>5,040,620</u>
	<u>\$209,701</u>	<u> </u>	<u>\$5,765,297</u>	<u>5,974,998</u>
Cash held in Massachusetts Municipal Depository Trust				<u>674,970</u>
				<u>\$6,649,968</u>

Substantially all of the Category 3 balance represents an overnight condition. The funds were transferred to an insured investment account on July 1, 1991.

The above individual fund resources are pooled to maximize investment earnings. The Town considers all highly liquid debt instruments with an initial maturity of three months or less to be cash equivalents.

J. Investments

Contributory Retirement System Investments as of June 30, 1991:

	Cost or amortized	
	<u>Cost</u>	<u>Market</u>
United States government bonds	\$15,925,372	\$16,301,718
Nongovernment securities:		
Corporate bonds	10,343,093	10,178,330
Corporate stocks	11,222,948	12,708,375
Short-term investments	<u>2,784,513</u>	<u>2,784,513</u>
	<u>\$40,275,926</u>	<u>\$41,972,936</u>

The above listed investments of the Contributory Retirement System are insured, registered and/or held in trust by State Street Bank in the Town's name.

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Other Trust Fund Investments as of June 30, 1991:

	Cost or amortized <u>Cost</u>	<u>Market</u>
United States government securities	\$ 11,513,635	\$ 11,672,092
Nongovernment securities:		
Corporate bonds	711,112	707,433
Corporate stocks	1,793,901	2,205,117
Short-term investments	<u>1,263,934</u>	<u>1,263,934</u>
	<u>\$ 15,282,582</u>	<u>\$ 15,848,576</u>

The above listed investments of the Town's Trust Funds are insured, registered and/or held in trust by either State Street Bank or BayBank in the Town's name.

Additional investments of the Town include an investment in the amount of \$73,245 which is uninsured and uncollateralized and held by the Town's agent.

K. Robbins Library Project

The Town has authorized \$6.7 million project to remodel and reconstruct the Robbins Library. In fiscal 1991, 1990 and 1989, the Town received private contributions of approximately \$558,000 in aggregate, which have been recorded in the Capital Projects Fund. The Town intends to finance the remainder of the project through a bond issuance of \$2.8 million and a matching state grant of \$3.3 million which is to be received in scheduled allotments through January 15, 1994.

The Town had incurred approximately \$172,000 through June 30, 1991 in preconstruction costs within the capital projects fund. These costs were financed through bond anticipation notes.

L. Other Postemployment Benefits

In addition to the pension benefits described in Note E, the Town, in accordance with Town meeting approval, provides postretirement health care and life insurance benefits to all employees who retire from the Town on or after attaining age 55 with at least 10 years of service, or before age 55 with at least 20 years of service. Currently, approximately 540 retirees and retirees' beneficiaries meet those eligibility requirements. The Town reimburses approximately 75% of the amount of validated claims for medical and hospitalization costs incurred by pre-Medicare retirees and their dependents. The Town also reimburses 75% of the Medicare supplement for each retiree eligible for Medicare. The Town reimburses retirees for 50% of the monthly premium for a \$5,000 term life insurance policy. Expenditures for postretirement health care and life insurance benefits are recognized on a pay-as-you-go basis (see Note H). During the year, expenditures for postretirement life insurance benefits approximated \$18,000. The Town is currently unable to estimate the expenditures for postretirement health care benefits because the data is not separate from current employee data.

Human Resources Administration

In these difficult economic times we are forced into new roles in an effort to maintain some of the programs which are truly needed for those who are disadvantaged. This year we have attempted, on the one hand, to bring in as much revenue as possible while at the same time, cutting back in as many areas as we could. A major thrust has been made in raising funds through donations for those programs aimed at helping the neediest. To this date, we have been very successful in enlisting the support of the community and it has been quite gratifying to witness such generosity. The enterprise accounts in Recreation, Council on Aging, Youth Services, and the Skating Rink are all accounting for considerable revenue for the town. This represents one way to maintain services in these chaotic times. Another example occurred this year in the Youth Services Division. For several years, the State Department of Mental Health has provided a psychologist and a social worker to work in the Youth Consultation Center. This year those two positions were eliminated from the state budget but the town was offered 80% of that allocation to rehire those workers. We thus were able to restore at least 80% of that service.

The third area where we have been assuming a different role has been in direct fund raising, appealing to the citizenry to donate to help low income families. We have seen last year's Winter Hardships Committee become a year round Arlington Assistance Committee. The Arlington Food Pantry, operated by a sub-committee of the Assistance Committee, has been very successful in raising enough money to keep itself financially solvent. Another sub-committee on clothing has been able to raise several thousand dollars to help make up for the state's decision to eliminate the welfare clothing allowance for children.

We are seeing programs reduced and we are finding it more and more

difficult to continue to offer services, but by seeking new approaches and enlisting the aid of our citizens both as volunteers and donors, we hope to still provide the safety net that we need for our neighbors.

Council on Aging

Elderly Services Division

The year 1991 was filled with accomplishments and disappointments for the Elderly Services Division/Council on Aging. A year of celebration was also marked with municipal and state funding cuts which sadly limited the Council's ability to provide services to the more than 10,000 elders in town.

Fifth Anniversary of the Arlington Multipurpose Senior Center

This year marked the fifth anniversary of Arlington's Multipurpose Senior Center. A celebration befitting the occasion was held during the month of May. Opening ceremonies featured

remarks by Selectmen, State Representatives, distinguished citizens, and town employees involved in the planning and completion of the center. An open house was held the first week of May and highlighted special programs including information on the services offered by the agencies at the center. Educational presentations with guest speakers specializing in subjects ranging from health issues to legal issues filled the week-long celebration. There were inter-generational programs, exercise, entertainment and recreation programs, bake sales, fleas markets, a dance, and an anniversary cake cutting.

Hundreds of elders and other citizens flowed through the center each day. With the support of Symmes Hospital and local merchants the celebration ended with a Volunteer Recognition Ceremony where more than 100 people were honored for their dedication to and tireless support of the center.

Grant Award

The Area Agency on Aging awarded a small grant to the Arlington and Lexington Councils on Aging to jointly

Council on Aging Services

Home Delivered Meals (Council on Aging) (2 meals/day/5 days/wk)	20,800 meals
Health Services Clinics, screenings, educational	2,490 people
Project Hire (Council on Aging) (jobs found in private sector & homemakers, chore & home health aides placed)	550 people
Transportation (Council on Aging) Council on Aging van	13,680 rides
DART (contracted services)	22,000 rides
Benefits Counselling (Council on Aging) Health, Public Benefits, tax	120 people
Legal Services Senior Citizens Law Project	225 people
Nursing Home Advocacy LIFE-Living is for the Elderly	200 people
Minuteman Home Care Eating Together Lunch Program	20,800 meals
USDA Surplus Food (Council on Aging)	290 meals
Case Management (Council on Aging) Clients followed with a service plan	52 meals
General Information (Council on Aging) Info & Referrals processed	16,000 calls

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conduct an outreach effort to minority elders. The purpose is to make sure that minority elders who may have language or other barriers to full participation are informed of the services available to them through the town and other providers including the programs and activities at the center.

The Council on Aging Board, Advocacy

The Council on Aging continued advocacy efforts on issues effecting elders at the state and national level by its membership and active leadership in the Massachusetts Association of Councils on Aging and the Older Citizens Caucus of the Massachusetts House of Representatives and the Arlington Assistance Committee.

The past year also brought budget cuts. Attrition and eventually staff cut-backs resulted in service cut-backs. The Council on Aging Board met the challenge through a long-range planning process to set priorities for the present and to plan for the future of the Council on Aging and the center. Several new board members joined with several long-time members in making difficult policy decisions about who will receive services, what services can be offered, and what staff will deliver those services.

Several out-going and recently departed board members were honored by the Board of Selectmen for their outstanding volunteer service: Richard Lutus, Peg Capron, Frank Ingeme, and Grace Schreiter received proclamations. Service changes slowly began to be evident to the public. The accompanying chart summarizes some of the most important social services provided at the center.

Commitment to the Future and the Community

The future for the Elderly Services Division/Council on Aging holds many important challenges. Severe regulatory, program, and service changes at the state level have negatively impacted the type and intensity of services available to

elders. As elders live longer, needing more supports and more sophisticated services for independent living, as elders find it more difficult to live alone, and as the state and federal governments withdraw and reduce services, Arlington must decide how it will care for its elders within the framework of the community and families.

The Council on Aging is committed to working towards resolutions which will benefit all members of the community, young and old. The board, staff, and the volunteers are confident that the community will continue to support the mission and goals of the Council on Aging/Elderly Services Division in the years ahead.

for Disease Control strongly urged owners to have their cats immunized against rabies. Cats are hunters by nature and often come in contact with animals at high risk for rabies. The Massachusetts Department of Public Health also highly recommends that cats be immunized.

Water samples from the reservoir beach swimming area were collected on a weekly bases for analysis. All samples complied with A.P.H.A. regulations.

Asbestos and lead abatements showed an increase this year due to new state regulations. All of these abatement projects are subject to review by this board.

Due to the heavy rainfall that occurred



Board of Selectmen honor former Council on Aging Board members for outstanding community service through volunteerism. Pictured left to right: Grace Schreiter, Frank Ingeme, Richard Lutus, Council on Aging Board members; and Kevin Greeley, Chairman, Board of Selectmen.

Board of Health

Many different and interesting programs were initiated by the board this year. A town employee health clinic was conducted. Blood pressure, cholesterol screening, lung capacity, fat content, and physical agility were tested. The annual anti-flu clinic was again held and was one of the largest ever conducted. Over 2,300 doses of vaccine were administered to residents 65 and over or to persons with chronic illness.

An anti-rabies clinic for dogs and cats was held this year. For the first time, cats were vaccinated against rabies in this combined operation. The Center

during Hurricane Bob, a potential threat of eastern equine encephalitis was forecast. Arlington is a member of the East Middlesex Mosquito Control Project which has instituted a vector control program. The project uses a non-chemical pesticide, BTI, for mosquito control. Public health nurses, sanitarians, and public health educators are encouraged to commit themselves to the development of high standards of public health care. This can be accomplished only with a sound, healthy economy. As the economy improves, better and wider use of vaccines for newborns and children will become available to health departments. These

programs will hopefully be offered at no or low cost. Our future plan is to determine service priorities based on existing needs and resources available. The public health nurse continues to follow up cases of infectious disease such as tuberculosis, hepatitis and meningitis. In addition, Hepatitis B vaccine was administered to first response firefighters, protecting them from this extremely contagious disease. Other duties included immunization programs in the schools ensuring one hundred percent immunization of school age children. The educational program for food establishments continue to show a decrease in critical violations during routine inspections. This again emphasizes that compliance is contingent upon an understanding of the sanitary code. There are 110 food establishments which were inspected. Seven new establishments opened. All complaints were investigated.

A state mandated program for issuing licenses and inspections of tanning booths was put into effect this year. New procedures will protect the consumer using the radiation of the ultra violet rays.

The Board of Health instituted a no smoking law in restaurants this year. Restaurants now, by law, must reserve a non-smoking area for patrons.

Recreation Division

The Recreation Division entered 1991 offering quality programs and facilities to the citizens of Arlington. New activities were added throughout the year and facilities were updated to ensure that this goal was met.

The Veterans Memorial Sports Center continues to be a focal point for recreational activities. In 1991, a new compressor was installed allowing for a more efficient ice making operation. Non-skating season events at the rink were also augmented with the purchase of a pitching machine. The facility is now used as an indoor batting cage from April through August.

In 1991, as in other years, new recreation programs were added. The

Vacation Club offered activities for youth in grades one to four during school vacation weeks and at the end of the summer. Over fifty youngsters took part in the Vacation Club events based at the Gibbs School. Kinder-sports, a gym program for preschoolers and a drama class were also introduced this year.

"Arlington Celebrates 1992" was a first in the community as three youth service organizations, the Recreation Division, Fidelity House, and the Arlington Boys and Girls Club, worked together to offer a New Year's Eve event for children. Skating, swimming, games, and entertainment were scheduled throughout the day. The success of this event was overwhelming.

Reservoir Beach continued to be the place to be during the summer months. Lifeguards were on duty for a total of sixty-seven days during the summer. Warm weather and rainless days helped to attract large crowds. New this year was a sand castle building contest for youth, which was cosponsored with the Robbins Library.

The challenge for the future is to continue to provide first-rate programs and facilities for the residents of Arlington. Escalating costs, combined with personal financial limitations, will create difficult situations.

The Recreation Division moves further into the 90's with the goal of maintaining self-supporting, quality programs and facilities. The development of a comprehensive capital improvement plan, as well as constant review and evaluation of programs, will help to achieve this goal.

Veterans' Services

The Veterans' Services Division continued to administer services to veterans and their families in 1991. It functions as a liaison between veterans and all federal, state and local agencies, including veterans organizations, that may provide assistance or have programs that assist veterans.

This division also has the responsibility

of maintaining the list of all veterans buried in Mount Pleasant and Saint Paul's Cemeteries. Each year on Memorial Day their graves are decorated with an American flag. Last year over 3,500 graves were decorated by this division with the help of local veterans' organizations.

The highlight of 1991 was the Fourth of July Welcome Home ceremonies for Arlington veterans of the Persian Gulf War.

Sealer of Weights and Measures/Consumer Protection Services

Each year the Sealer of Weights and Measures tests various devices such as scales, taxi meters, pumps at gas stations and pumps on oil trucks, and the weights used at pharmacies. Anything that measures something for the consumer is periodically checked to ensure its accuracy. The fees collected for these inspections balance with the cost of the service.

The Consumer Protection Services offered by this division continues to be reduced. We were able to raise some money in the community in order to keep the program in operation, but will only be able to be open one day per week in the coming year. If the financial picture brightens we hope this program can be restored to at least a half-time operation.

Arlington Youth Consultation Center

The Arlington Youth Consultation Center (AYCC) continued a busy year of service in 1991. In addition to the ongoing counseling services provided to the community, the center has also been involved in several collaborative programs in Arlington.

One collaborative program is Youth Watch, a monthly meeting of Arlington youth serving agencies. The members include Arlington school principals and one high school housemaster, police department juvenile detective, safety officer, district court probation officer,

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Minuteman Vocational School director of guidance, STEP teachers, and the AYCC administrator. The purpose of the meeting is to stay abreast of problematic issues related to Arlington youth, such as substance abuse issues, youth gathering problems, suicide threats, levels of violence in families and youth groups, etc. The meeting also helps all these youth serving systems to work collaboratively and understand each others differing roles.

A second collaborative program with which AYCC is involved is the Child Assault Prevention Program (CAPP). Several staff members have been trained as CAPP specialists and have then provided CAPP programs to elementary school children in Arlington; specifically to the Thompson, Bishop, Peirce, and Stratton schools. The other elementary schools will be served in 1992. The CAPP program includes three role-play situations acted out, a bully situation, a stranger-enticing-a-child situation, and a familial adult-enticing-a-child situation. The children discuss and problem-solve ways to be safe in each situation. The program has been phenomenally well received in the schools by the students, teaching staff, and parent community.

The third collaborative program the center has been participating in is the Community of Caring Program. Several AYCC staff members offer parenting workshops for this parent education program. "Living With Your Adolescent" and "Twenty Tips for Talking With Your Kids" have been popular workshops for parents. The Community of Caring Program is a response to the need in Arlington for parents and youth to communicate more openly and directly about sexuality issues. An expanded health education program in the Arlington schools is also an outgrowth of the Community of Caring program.

In 1992, the center will continue providing individual, family, and group counseling to Arlington youth and families. The AYCC will also continue to collaborate on these most worthwhile community education programs.

Board of Youth Services

The Board of Youth Services continues to take an active role in the Community of Caring, a group of educators, parents, and concerned citizens which has served to broaden the community's awareness of the need to prepare our children for healthy, adult sexual lives by supporting the parents in the role of primary sexual educators.

In April, with the sponsorship of the Board of Youth Services and other town organizations, a workshop was held at Arlington High School entitled "The Parent Support Systems of Today" (PSST) which included topics such as "Questions Kids are Asking About Sex", "Living with Your Adolescent", and other pertinent subjects. This workshop was highly successful and received broad support from the community. This will be continued in 1992.

Many members from the Board of Youth Services have taken an active role in the Child Assault Prevention Program (CAPP). This program seeks to end the sexual victimization of children through the education of elementary school children and adults in Arlington. The workshops are held in the various elementary schools, first for the parents, and then for grade levels designated by the principal. The focus is on developing the children's problem-solving abilities to help them identify and defuse potentially dangerous situations. This is achieved through role-play and guided group discussions. Members of the board who are participating attended a rigorous three day training session in March of 1991.

Arlington Council on Alcohol and Drug Education

For the fourteenth year, the Arlington Council on Alcohol and Drug Education continued its efforts to provide comprehensive alcohol and other drug education for the entire community, with particular emphasis on school-aged children and their parents.



Recognizing that parents have the greatest impact on their child's development during the early years, the council co-sponsored, with local PTO's, evening seminars for parents of elementary students at each of the seven elementary schools. Parents received the information needed to convey a message of no-use within the framework of love and concern.

The council was successful in acquiring 4,500 copies of the handbook "Growing Up Drug Free: A Parent's Guide to Prevention". The handbook was developed and published by the Department of Education in Washington. The highly acclaimed handbook helps parents of grades K-12 students learn about drugs, including the drugs most children use first, alcohol and tobacco. It gives information on child development at four key stages of growth and suggests activities to reinforce drug prevention messages in the home. Copies of the manual were sent to all parents, teachers, principals, administrators, and town officials. Copies will be sent to all parents of students in St. Agnes Grammar School and Arlington Catholic High School.

The Eleventh Annual Alcohol and Drug Awareness Program for Secondary Parents and Students was co-sponsored by the council and the AHS Parent Advisory Council. The program included a guest speaker, police display of illicit drugs used by young people, and speakers from the support groups AA, AL-Anon, and Alateen.

For the seventh year, the council sponsored a week-long substance abuse program for all freshmen. For the first time a similar program was held for seventh graders. Each student attended



Arlington High School Peer Leaders.

four classes conducted by consultants from Freedom From Chemical Dependency, Inc., (FCD), all of whom are recovering alcoholics and/or former drug users. A \$5,000 donation from Symmes Hospital defrayed the cost of the program.

In a joint effort with FCD, the Council and Arlington High School published a prevention information newsletter for parents of grades 9-12 students. The first volume included the following topics: Setting and Enforcing Rules Against the Use of Alcohol and Other Drugs; How Alcohol Affects Young People; Book Reviews; Resources; and a full-page on Arlington High School prevention programs.

The Students Against Driving Drunk (SADD) Chapter of Arlington High School celebrated its eighth anniversary with a VIP reception and special assembly for grades 10, 11, and 12. The speaker was a young man from the Billerica House of Correction whose downfall and incarceration is the result of several drunk driving accidents. He pointed out the realities of prison life and effectively made students aware of the alternatives. SADD club members raised funds to pay the cost of SADD prom key chains which were distributed

as mementos to all students who attended the junior and senior proms.

In an attempt to help prevent drunk driving accidents during the prom season, the council planned special assemblies for juniors and seniors that included two young speakers from the Billerica House of Correction who were incarcerated because of alcohol-related vehicular homicide. Students were informed of a special prom hotline available to them in case they needed a safe ride home at any hour on prom nights.

In response to parental concern about the continued use of alcohol and other drugs by teenagers and the too frequent occurrence of unsupervised parties of our youth, the Council initiated an Arlington Safe Homes program in 1991. Parents of children in grades 7 through 12 were asked to sign an agreement to provide responsible supervision at parties in their homes and not allow alcohol and other drugs to be used on the premises. A directory of these parents was then published which allows for comfortable communications between concerned parents and shows our young people that we care. Approximately 200 parents signed the agreement. Seventh grade parents will

be contacted each year to update the program.

For the seventh and final season, the council co-produced and co-hosted the local cable program "Alcohol, Drugs and You." Topics for this year's show included Child Assault Prevention Program (CAPP), Samaritans, and the Arlington Safe Homes Program.

For the fourth year, Arlington received a Drug Free School and Communities federal grant. This year the grant was for \$26,779. The council allocated \$20,007 for the continuation of its work. The remaining \$6,772 provided consultation and education for the following private and parochial schools: Arlington Catholic High School; Ecole Bilingue; Germaine Lawrence School; St. Agnes Grammar School; and the Schools for Children.

Park and Recreation Commission

Early in the year, the Park and Recreation Commission formed a subcommittee to develop a five-year capital plan to upgrade Arlington's recreation and open space areas. Its findings were reviewed with the Director of Properties and Natural Resources and the Board of Selectmen. Some of the recommendations were incorporated in this year's application for Community Development Block Grant (CDBG) funds. Given the scarcity of funds from local tax revenues, the existence of CDBG funds has been critical to any recent recreation facilities improvements. Past appropriations enabled renewal at Summer Street and Waldo playgrounds, preparatory work at the site of proposed athletic field at Hill's Hill, and survey work for Hill's Pond at Menotomy Rocks. The CDBG program will provide funds for landscape architecture and planning service for improvement to Pond Land and the northeastern shore of Spy Pond. The Park Commission is working with two more playground committees who expect to benefit from CDBG. The North Union Committee has developed

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plans which they expect to implement in the spring of 1992. The Dallin Committee is still formulating designs for renewal at the Florence Playground. The capital budget, through the department of Properties and Natural Resources, will fund improvements at Crosby and Parallel playgrounds.

In its concern for the possible acquisition and protection of open space, the commission has turned its attention to an attempt to acquire the property at 44 Grove Street which is currently for sale. The land is located on a floodplain abutting Wellington Playground and the Mill Brook. The Conservation Commission also supports its acquisition. Additionally, the two commissions met jointly to exchange ideas and hopes for the future of Reed's Brook.

The chairman of the Park Commission has been appointed as the Town Meeting designee to the newly-formed Land Bank Committee. It is hoped that this committee will prove to be a valuable forum to address the town's open space needs.

The Park Beautification Fund has been growing, albeit somewhat slowly. This year, modest funds were approved for Bishop, Hardy, and Florence playgrounds, and for the Robbins Farm historical marker. As the fund continues to grow, the commission hopes to make more money available to other recreation projects.

Library Director and Board of Trustees

Building Project

The year 1991 saw the final preparations for the beginning of construction work on the addition, renovation, and restoration of the Robbins Library. The \$6.7 million project is funded with \$3 million from the town, \$3.3 million from the Commonwealth of Massachusetts and the balance from the successful private fundraising drive. Library staff and Trustees worked throughout the year on the final plans with the architectural firm of Wallace, Floyd Associates and the Permanent Town Building Committee which has direct responsibility for the project. Hearings were held with several town boards to secure approval and receive the necessary permits to begin the construction.

Town officials had anticipated that the project would go out to bid in the summer. In August Governor Weld canceled the state funding for Fiscal 1992 and would not guarantee future funding. Library supporters engaged in an intensive lobbying effort to secure the state funding and by November town officials received in writing a guarantee of future payments. The Board of Trustees and library staff are very grateful to town officials, state legislators, and citizens who contacted the governor's office. The project went out to bid in November and contract negotiations began in December with the low bidder.

Several departments of the Library were moved in anticipation of construction work beginning on the building project. Children's Services were moved to the Fox Branch Library for the safety of children and to lessen the parking problem at the Main Library during construction. The entire Junior Library collection was able to be accommodated at the Fox branch by installing shelving in the basement area. Administrative and Adult Services

Offices have been moved to the Robbins House and Technical Services to the Dallin Library, which will remain closed to the public.

Staff worked on consolidating the book collection since several areas of the library cannot be used during construction. Plans were made to move the young adult, biography, new books, and paperback collections into other areas of the building. Some of the collection was placed in storage for the duration of construction.

Services

Both the Main Library and the Fox Library experienced very high usage as evidenced by the fact that circulation in fiscal year 1991 was the highest in record since fiscal year 1981 when the library was open on Sundays. The Robbins Library circulation of 422,109 was the second highest circulation in the twenty-four member Minuteman Library Network. Service to the public was accomplished with twenty-seven percent fewer employees than in fiscal year 1981.

Citizens received answers to approximately 63,000 questions. Interlibrary loans transactions increased thirty-four percent over the previous year and seventy-five percent over the past two years. Services to children included 191 programs attended by 9,419 people. Over 900 children enjoyed the 1991 Summer Reading Program and read 17,671 books. More than 7,000 books and audiovisual materials were added to the collection.

Library staff worked arduously to provide a high level of service to the community despite the loss of one and a half positions from the previous year and the freezing of another two positions.

Automated System

In March the twenty-four member Minuteman Library Network implemented a new automation system due to problems of downtime with the previous vendor. The conversion to Data Research Associates went

smoothly. Staff and the public adjusted well to the new system. Library staff received extensive training in the new procedures and informational handouts were prepared to assist patrons in using the public access catalog. Very little downtime has occurred with the new system.

Donations

The Library was very fortunate to receive funds from Library Trusts and the Friends of the Library to supplement the municipal budget. The Friends of the Library organization donated more than \$7,000 for unabridged books on tape, videocassettes, cassettes, and book/cassette kits for children, braille books for children, materials for the children's special needs collection, books for the reference and parent's collection at the Fox Library, and passes to the Museum of Science, Aquarium, and Children's Museum.

The Robbins Library Board of Trustees allocated trust funds for books, videocassettes, compact discs, books on tape, art prints, book/cassette kits for children, toddler developmental toys, foreign language learning tapes for children, children's programs, Reading is Fundamental Program, craft supplies, Summer Reading Club, public relations, and staff development.

Citizens and organizations generously donated to the library with monetary donations, memorial gifts, books, recordings, computer equipment, paintings, and painting restoration. The staff and Trustees regret it is not possible to acknowledge the generosity and thoughtfulness of each individual donor in this report.

Volunteer Efforts

Twenty-seven volunteers donated over 2,600 hours to assist staff with library operations. Due to several staff reductions, the library relied more than ever on the thoughtfulness of the individuals who were willing to give of their time to the library. They include John Barga, Steve Barkin, Neil Berman,

EDUCATION AND LIBRARIES

Diane Canino, Rochelle Chambless, Elizabeth Creech, Kathy Crowley, Harold Church, Elizabeth Devine, Elizabeth Fontana, Beth Goldberg, Peter Gragg, Kay Gryniewicz, Mary Gryniewicz, Shirley Hecht, Dorothy Jones, Chris Luca, Julia Parrillo, Gloria Perry, Laura Reiner, Catherine Sanborn, Sr. Stella Sabini, Dorothy Simonds, Marcie Tierney, Joan Weslow, Stella Wolfe, and Dasha Zbruz.

The library also is grateful to the Friends of the Library Executive Board and individual members of the Friends who provided many services including the ongoing book sale, shut-in service, and the monthly Brown Bag Luncheon.

The Board of Trustees acknowledges with deep appreciation the efforts of the Permanent Town Building Committee in overseeing the preparation of the final plans and specifications and the bid process for the building project.

Looking Ahead

The construction project will begin in early 1992. It is expected to take approximately eighteen months to two years. It will occur in three phases. The addition will be built first and it will take approximately one year for its completion. Upon completion, services will then move into the new addition while the Main Library is restored and renovated. The third phase will be the renovation of the Junior Library wing. During the construction project Children's Services will operate from the Fox Library and administrative and staff offices will be located at the Robbins House and Dallin Library.

The Robbins Library building celebrates its 100th Anniversary in 1992. It is exciting that in this same year citizens will finally see work begin on the project to enlarge and renovate this building in order to provide quality services to the community for the next one hundred years.

Arlington Public Schools

Each year brings it challenges and concerns with the 1990-1991 school year



Arlington School Committee. Pictured, seated left to right: David W. McKenna, Michael Healy, William J. Carey, and Douglas Delaney. Standing, left to right: Patricia B. Worden, Janice A. Bakey, Carolyn Simmons, Barbara Anglin, and Katharine Fennelly.

being no exception. The challenge continues to be one of delivering quality education in a cost effective manner, despite declining financial resources and many changes in the family and the composition of our community.

With the annual election held in March, 1991, incumbents Janice A. Bakey and David W. McKenna were re-elected to the Arlington School Committee. One new member was elected to the School Committee; Barbara J. Anglin. At the organizational meeting of the School Committee, Patricia B. Worden was elected Chairperson; Michael T. Healy, Vice Chairperson; and David W. McKenna, Secretary. Public attendance and participation at school committee meetings is always encouraged. The committee met on the second and fourth Tuesdays of the months between September and June. During the summer months, meetings were called as necessary.

As a policy making body, the committee addressed a wide range of topics associated with the operation of the Arlington Public Schools. Among the many challenges faced by the committee were preparation of the fiscal

year 1992 school budget and continuation of user fees for many activities; participation in Vision 2020, a look at Arlington in the year 2000 and beyond; evaluation of the Social Studies curriculum, Science curriculum and Library Media curriculum; appointment of Marilyn Bisbicos, Director of Special Education and Support Services and elimination of the position of Assistant Superintendent for Pupil Services; consciousness raising, cultural diversity, and prejudice reduction workshops; reinstituting the Stop & Shop proposal for surplus space; plans for upcoming evaluation of Arlington High School in 1992 by the New England Association of Schools and Colleges; approval of School Improvement Council expenditure proposals; settlement of union contracts; a presentation by the superintendent entitled "Course for the Future - A five Year Projection"; extensive discussion of possible school closing and grade level organization; seeing Arlington become a "Reach for the Stars" community; review the report of the Long Range Planning Committee; presentation of the five year plan by Charles McCarthy, Arlington High School Principal; and discussion and

vote regarding School Choice Legislation.

In addition to meeting as a full committee, the Arlington School Committee met in sub-committees. The work of each sub-committee was especially important in fulfilling the Arlington School Committee's goal of responsive leadership. Less formal in nature, the sub-committee structure allowed for an in-depth review of programs, services, and special issues. Each sub-committee kept the School Committee current on its agenda items and made recommendations to the entire Arlington School Committee relative to its area of responsibility. These sub-committees included committees on curriculum and instruction, special education and support services, athletics and extra curricular activities, and policies and procedures. The ad hoc subcommittees were communications, and budget. In addition, school committee representatives served on the Alcohol and Drug Education Council, the Permanent Town Building Committee, and as a liaison to the Board of Selectmen.

The Class of 1991 at Arlington High School was no exception to the tradition of excellence established by previous classes. As the placement record indicates, the students are highly motivated and ready to pursue educational or work opportunities following graduation. Especially noteworthy is the high percentage of students who elected to attend four year colleges and universities.

American Education Week which was celebrated in November was very successful. For an entire week demonstrations, programs, exhibits and presentations were planned for the many parents and citizens of Arlington who visited the schools. This week provides a special opportunity to see the schools and observe the students' achievements.

The vitality of the Arlington School System is the result of constructive teamwork between the administration, school committee, and our dedicated staff. For the seventh consecutive year,

the Arlington School Committee hosted the Distinguished Service Award Ceremony in May for staff who have been with the school system for twenty-five years or more. Recognizing the staff and their contributions over

Arlington High School Student Placement		
Post Secondary Education Placements	No.	%
Colleges and Universities	201	67.7
Junior Colleges and Business Schools	36	12.1
Technical & Nursing Schools	10	3.4
Preparatory Schools	3	1.0
Post Graduate Schools	10	3.4
Sub-Total	260	87.6
Other Placements		
Military Service	5	1.7
Work	26	8.7
Unclassified	6	2.0
Sub-Total	37	12.4
Total Placement	297	100.0

many years represented an important activity during the past year. First proposed by the administration during the 1984-1985 school year, the purpose of this program is to recognize and to honor those administrators, faculty and staff members who have dedicated their careers to the Arlington Public Schools. Twenty-one employees with a combined total of 620 years were recognized this past spring. The group included seventeen teachers and administrators and four staff members. The individual recognized for forty-five years of service was Frank M. Zavaglia. Those individuals with forty years of service were Alice H. Haveles, Robert E. Lowell, and Elizabeth M. McAvinnue. Henry L. Carmody was recognized for thirty-five years of service. Those individuals recognized for thirty years of service were John F. Britt, Frederick J. Maloof, Mary E. McDonough, and Anna A. Medzorian. Those individuals recognized for twenty-five years of service included Arthur W. Botelho, Bradford P. Clough, Robert M. Commins, Robert D. Commito, Paul J.

Jenney, Victor P. LaPointe, Edith R. Marino, Robert B. McFarlane, Priscilla A. Monahan, Marie J. Neal, Richard C. Quigley, and Thomas M. Trevisani. Special recognition was given to three teachers with a total of 78 years experience. They were Frederick L. Tobin with twenty-seven years; Gladys A. Perkins with twenty-six years; and Louise B. Shenkel with twenty-five years of service.

The following people chose to retire at the conclusion of this past school year. Their dedicated service to the students and community is appreciated. They will be remembered for their impact on the youth of Arlington and their unique skills and abilities during their years of public service. These individuals included: Julie Butler, Leslie Hurwitz, Angelika Chronis, John Carey, Linda Peabody, Richard Slattery, Harold Fairbanks, Shirley Hecht, Mary Shannon, and Michael Sannella.

The Arlington School Committee wishes to acknowledge the special contributions of our staff and administration who take pride in their dedicated efforts to educate the children of Arlington. The committee wishes to thank the community without whose support and interest a quality school system would not be possible.

Despite difficult financial and economic times the Arlington Public School system enters another fiscal year with dedicated staff determined to continue high quality programs and services and to provide the resources necessary for these programs and services.

Minuteman Regional Vocational Technical School District

Hosting twenty-four Russian students and faculty, establishing new biotechnology and automated manufacturing programs and greatly expanding college articulation opportunities for students were among the major projects carried out by Minuteman Tech staff during the past

EDUCATION AND LIBRARIES

year. Minuteman Tech programs, staff and students again earned state and national recognition for their accomplishments.

The Russians came for two weeks in May, staying at the homes of Minuteman students and staff. They attended classes at Minuteman Tech, did a lot of sight-seeing and endeared themselves to the hearts of all whose lives they touched. International understanding took a giant leap forward. The second half of the exchange will take place in the spring of 1992 when Minuteman Tech staff and students will visit Moscow.

The new Biotechnology Training Program, first of its kind in a Massachusetts high school, was set up with grants from the Bay State Skills Corporation, the state Department of Education, and a number of local biotechnology firms who expect to hire program graduates as manufacturing technicians. During its first year, the program is for adults only, but it will be available to high school students in the future. Current estimates are that approximately 20,000 biotechnology biomedical jobs will be created in eastern Massachusetts by 1995. Minuteman Tech staff worked with representatives of such organizations as Genzyme Corporation, Immunogen, Massachusetts Biotechnology Research Institute, Biogen, and Zymark Corporation to create the proper mix of academic and technical courses for these career opportunities.

Automated manufacturing using computer control, robots and/or vision devices, and electromechanical systems provide the new foundation for successful industries. Minuteman Tech is the first high school in the U.S. to receive a National Science Foundation grant to set up an automated manufacturing laboratory for high school learning. The four year, \$150,000 grant has been used to set up a lab which is producing a speech synthesizer previously manufactured by Digital Equipment Corporation as a service to handicapped persons.

This lab and the related math, science and other academic courses in Minuteman's integrated program provide a unique study opportunity for high school students who want to pursue a science or computer engineering major in college or who want to become skilled technicians. Raytheon, Polaroid, and MIT Lincoln Laboratory are also giving special support to this integrated academic technical program.

Minuteman Tech is currently expanding its articulation contracts with selected colleges. This will give Minutemen students in some study areas an opportunity to begin college study in the senior year of high school, in some cases with greatly reduced tuition. Minuteman students will also have opportunities to enroll in community colleges after finishing high school with up to fifteen college credits already completed. In addition, Minuteman students will be able to enroll in a private college after two years of community college with the private college tuition lowered to the same rate available in a public university. These college articulation agreements are made possible, in part, by the comprehensive, up-to-date education Minuteman Tech High school students receive. Equipment and curriculum in all of the school's vocational-technical programs are constantly being updated with funding from a Department of Education grant. Computer simulation equipment, funded with a Department of Education grant, has been installed to provide automotive students with state-of-the-art training in automotive electronics. Printing and commercial art have now been merged into a new Graphic Communications Technology program using a new curriculum just developed by the Printing Industries of America. Students are receiving state-of-the-art training in electronic publishing, and they will have the option of being certified by PIA when they successfully complete the program. With the help of a donation from the Boston Litho Club, the Graphics

program now has a new two color state-of-the-art press. The donation was made to honor the memory of Arlington's Donald Ronchetti. Minuteman Tech's Child Care Center just became the first technical high school program in the state to receive accreditation from the National Academy of Early Childhood Programs. The Academy is a division of the National Association for the Education of Young Children, the largest professional organization of early childhood educators. State-of-the-art for the hospitality industry means developing programs with an international focus. Minuteman Tech's culinary arts faculty, along with Endicott College and Newton North High School have formed an international academic alliance with the help of a grant from the New England Association of Schools and Colleges. The schools will share resource materials, explore new technologies, and may develop an exchange program.

Minuteman Tech students continue to distinguish themselves in state and national competitions. In the state Vocational Industrial Clubs of America competitions, Minuteman Tech students brought home fifteen medals. Five students won state championships. Five Minuteman Tech Electromechanical Technology students won awards in a national robotics competition sponsored by the Society of Manufacturing Engineers. Minuteman Tech athletes were named to league all-star teams in nine sports including Dan Corey of Arlington in baseball.

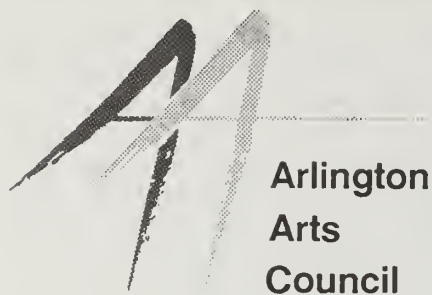
Minuteman Tech physical education teacher Ann Marie Gallo, who also coaches field hockey, basketball, and softball was one of four coaches in the United States to receive a "Coaches Who Care" award from Gatorade. She and the students who nominated her for being their teacher, friend and role model, as well as their coach, appeared in full-page ads in a number of national magazines.

Minuteman Tech School Committee Chairperson Elaine Sweeney of Wayland was one of thirteen people selected from a pool of 2,500 to provide testimony in Washington, D. C., to a joint Senate and House Committee on Education in connection with the implementation of the Carl D. Perkins Vocational Technical Act of 1990. Recently, she was appointed by President George Bush to serve on the Council on Technology. She is also a member of the Federal Relations Network of the National School Boards Association.

Continuing the fiscal partnership which it has established with the district towns, the Minuteman Tech School Committee for the third year voted to reduce assessments. This year the committee passed along an extra \$340,000 which the district received due to higher than estimated state aid and revenue plus savings realized by delaying a portion of teacher salary costs into the next fiscal year.

Arlington's representative on the Minutemen Regional Vocational Technical School Committee is John P. Donahue.

CULTURAL AND HISTORICAL ACTIVITIES



Arlington Arts Council

The primary focus for the Arlington Arts Council (AAC) in 1991 was the local administration of the Massachusetts Cultural Council Arts Lottery Program. Each year, Arlington receives a portion of the state's Megabucks lottery revenue which is made available to Arlington residents and cultural organizations. Through a simple application process, meritorious cultural projects which promise to directly benefit Arlington residents are awarded a portion of Arlington's allocation. Arlington received \$23,618 in 1991 for arts lottery programs and this was disbursed to fifty-six of the



Danielle Maloney dancing at the Annual Holiday Celebration on December 13, 1991. Photo by Todd Magliozzi, courtesy of the Arlington Advocate.

eighty-two applicants. These figures include the Performing Arts Students Series (PASS) which is that part of the arts lottery allocation which subsidizes student attendance to performing arts events. The total requests made from all applicants during the two 1991 funding cycles was \$113,931. Listed with this report are the projects which were funded in 1991.

To conserve space, the PASS programs which received arts lottery funding in 1991 have not been listed but some of the successful applications resulted in student attendance at the following performing arts organizations: The Boston Symphony Orchestra, the American Repertory Theater, the New England Opera, the North Shore Music Theater, the American Theater Acts for Youth, the Boston Ballet, and Theatre Works/USA.

The 1991 Holiday Celebration sponsored by the council was a huge success with attendance estimated between five and six hundred adults and

1990 ARTS LOTTERY COUNCIL GRANTS

Arlington Arts Council		Ottoson Jr High School, Nancy Crasco	
Gideon Cohen Memorial Art Award	\$200	Six Creative Arts Workshops	\$600
Arlington Center for the Arts		Oakes Plimpton	
Visual Art Exhibit	\$1,200	Reproduction of Historic Photographs	\$100
Production of Newsletter	\$750	Drawing of Historical map of Robbins Farm	\$100
Development of Art Camp	\$2,292	Editing of oral history of Arlington	\$600
Multi-cultural Family events	\$600	James Ricci	
Art courses subsidy	\$1,150	Musical Composition for Local Performers	\$400
"Voluminous Voices" Literary Series	\$1,150	Tricinium Ltd.	
Arlington Friends of the Drama		Chamber Music Concert	\$600
Costumes for "Me and My Girl"	\$200	Underground Railway Theatre	
Arlington Public Schools, Leslie Kilgore		"Christopher Columbus Follies: An Eco-Cabaret"	\$375
Dance Residency, Ottoson Jr. High School	\$1,175	Emina Zaganjori	
Arlington Public Schools, Marie T. Brady		GBYSO Tour Subsidy	\$450
Meet the Author Series, elementary schools	\$900	Ann Snodgrass	
Arlington Public Schools, Ottoson Jr. High		Editing translation of Vittorio Sereni poems	\$750
Lecture by quiltmaker Ruth McDowell	\$100	Dale Peterson	
Cambridge Chorale		Co-authorship of book with Jane Goodall	\$2,000
Concert of Choral Music	\$500	Donald Zook	
Cyrus E. Dallin Committee		Flute and harp concert	\$303
Restoration of Sculpture	\$600	Joseph Chapski	
Restoration of Robbins Memorial Flagstaff	\$1,200	Open mike performances	\$500
Fidelity House		Gail Manzi	
Dramatic Production for Youth	\$500	Arlington Arts Survey	\$470
Hardy School Enrichment Committee		Mary Arapoff	
Poet-in-Residence	\$850	Concert in memory of Leonard Bernstein	\$400
Lumen Contemporary Ensemble		Shari Ajamian and Sarah Newcomb	
Concert of Contemporary Music	\$1,600	One-act musical about Louisa May Alcott	\$550
Mystic Chamber Opera Company			
Two Operas by Menotti	\$800		

CULTURAL AND HISTORICAL ACTIVITIES

children. Public school musical performing groups, ballet dancers, professional bell ringers, and a spellbinding myth and storyteller combined to enchant the Town Hall audience at the beginning of the holiday season.

The council continued its role as an advocate for the arts as it addressed issues related to student opportunities for quality public school art education, exhibition opportunities for artists at the Jefferson Cutter House, and as it continued to subsidize programs at the Arlington Center for the Arts, now in its third successful year.

The year 1992 will be a year of significant change for the Arlington Arts Council as four key members' maximum six year terms expire. The council is therefore seeking new members who are involved in the arts and who have an interest in sustaining the high level of cultural activity in Arlington. One challenge for the town in 1992 will be to maintain a strong arts council which will continue to tap an amazing reservoir of Arlington talent in all of the arts.

Arlington Historical Commission

This year the Arlington Historical Commission has continued to meet its responsibilities in planning, identifying, and protecting the historic assets of the Town of Arlington. The commission appointed three new members, Meriwether Rhodes, Marlene Alderman, and John McLaughlin.

The commission continues to maintain the Commonwealth's inventory of historically, architecturally, archaeologically, and culturally significant places. It holds joint meetings quarterly with the Arlington Historic District Commission in order to coordinate mutual preservation efforts.

The commission publishes a set of three books surveying the cultural and architectural history of Arlington which continues to be a source of funds for the

town. The number of sets sold in 1991 tripled now that they are readily available through local bookstores and businesses, through the effort of a number of the commissioners. The commission is planning to reprint one of the surveys in 1992.

The commission administered the anti-demolition bylaws though formal public hearings on demolition permits and informal meetings with owners of historically significant properties. Building and demolition activity was low this year due to the currently soft real estate market. The plans for the renovations and new addition to the library were reviewed and approved with some recommendations for changes to better preserve the architectural features of this important building.

The Whittemore-Robbins House Committee, formed several years ago under the auspices of the commission, opened the Whittemore-Robbins House to the public twelve times this past year including Town Day when more than 200 people visited the house. The committee is continuing its volunteer effort to enhance the assets of the Whittemore-Robbins house. The commission has requested the town to allow it to use more rooms in the house for exhibits and other events for the benefit of the citizens of Arlington. The commission looks forward to the continued growth of this fine committee in the future.

In conjunction with the Arlington planning department, plans are moving ahead to do a feasibility study of the possibility of making the Whittemore-Robbins House a rentable function space for the town. The funds for the study have been allocated and bids have been solicited to do the work. This could be an exciting addition to the town's available resources.

Some of the smaller projects that the commission has undertaken in 1991 include transferring a study model of one of the Arlington's Dallin monuments to the Dallin Committee for restoration and proper storage. Ralph

Sexton, a former commission chair, donated some old plans and specifications of some local houses to the commission. After review by the architect members of the commission, these architecturally important articles were donated to the Society for the Preservation of New England Antiquities. The items were in very poor condition and SPNEA has the resources to restore and preserve them that the commission and the town do not.

Plans for 1992 include an Arlington History Day set for Saturday, May 16, 1992. This day will be devoted to promoting the rich historic heritage of Arlington. Activities in the planning stages include coordinated exhibits and tours in some of the historic buildings of the town. Other possible activities include walking tours of some of the historic districts and free transportation between sites.

The Garden Club of Arlington is planning to decorate the Whittemore-Robbins house with traditional 19th Century Christmas decorations as part of their annual December fundraiser. Additional plans for 1992 will include working to recruit new members and associates and developing better community relations with some of the other historical organizations in Arlington.

In 1991 the Arlington Historical Commission continued to act as the town's official historical agency, as well as acting as a guide and resource to private individuals in their own efforts to preserve Arlington's historical heritage.

Arlington Historic District Commissions Add New District

The year 1991 was marked by considerable expansion of historic district protection in the town. Town Meeting voted to create the Mount Gilboa/Crescent Hill Historic District. The district consists of 100 properties in the northwest corner of Arlington.

CULTURAL AND HISTORICAL ACTIVITIES

Town Meeting also voted to expand the Broadway District, adding three houses on that street, and the Pleasant Street District, adding a portion of Wellington Street. The overwhelming, and in two cases unanimous, endorsement of Town Meeting showed widespread support for historic preservation in our community.

The Pleasant Street District, created in 1988, was graced by distinctive identifying signs near each end of the street. Similar signs are planned for the new Mount Gilboa/Crescent Hill District.



During the year, five applications were received for certificates of appropriateness and seven for certificates of non-applicability. All of these were granted, with appropriate conditions, to insure the historical authenticity of the work being undertaken. The majority of these certificates covered properties in the Pleasant Street District.

An attempt to reduce the size of the Pleasant Street District by removing a vacant lot was voted "no action" by Town Meeting, since the petitioners had not followed the correct legal procedures before inserting the article in the Town Meeting Warrant.

The officers of the commissions worked cooperatively with the Building

Inspector and his staff to be sure that all required permits were in place before work proceeded in any of the districts.

At the annual organizational meeting, Samuel B. Knight, Olga Kahn, and John L. Worden III were re-elected chairman, vice chairman, and secretary respectively. Elizabeth Schmidt continues as Executive Secretary.

Cyrus E. Dallin Committee Continues Restoration Efforts

The Cyrus E. Dallin Committee continued the restoration program that was begun in 1990, with the two "Paul Revere #5" statues's being restored and returned to the town. The restoration work, being accomplished by the Center for Conservation and Technical Studies of Harvard University, has been remarkable and very professional. The two Revere statues have been designated "A" and "B". Statue B was finished first and placed in the Jefferson Cutter House on January 23. Statue A was finished in late April and formally presented to the students and faculty of the Cyrus E. Dallin School on May 1. The funds for this piece were donated mostly by the students of the Dallin School through a fundraising effort.

The piece has been located in the school almost since it was built. In September, another major work, the Robbins Memorial Flagstaff in front of Town Hall, was cleaned and preserved also by the Center for Conservation.

At the end of 1990, the restoration fund had a balance of \$3,772.51. During the year donations of \$1,696.35 were received. Among the donations were \$655.05 given to the Dallin Committee on "Menotomy Indian Day" held in April on the grounds of the Robbins house and a small amount donated on Town Day in September. Along with interest of \$264.81, the total amounted to \$1,961.16, making a balance of \$5,733.67. The committee made payments of \$4,629 to Harvard University for

restoration work and payment of \$333.56 to various companies and individuals for supplies and assistance given to the committee. The total expenses were \$4,962.56. The balance on December 31, 1991 was \$771.11.

During the year the committee received grants totaling \$3,375 from the Arlington Arts Council, which disburses funds from the Massachusetts Arts Lottery Fund. The grants were used to restore the two Paul Revere statues and the Robbins Memorial Flagstaff.

In September the Arlington Historical Society sponsored an exhibit in their Smith Museum of most of the Dallin works located in the Robbins Library and the three pieces from the Jefferson Cutter House, along with the photographs. Included in the exhibit were letters, awards and other information relating to Dallin and his family. The exhibit opened on Town Day, September 21, and closed on January 15, 1992. Two members of the committee presented programs at the Smith Museum on opening day. Sally Sapienza gave a lecture on Cyrus Dallin "The Man, The Sculptor, His Times" and a tour of the exhibition. Sandy Fisher presented a colonial life program which actively involved children. Both programs were very well received. The lecture and tour of the Dallin exhibit was presented a second time to the Arlington Historical Society during their October meeting.

Three new members were appointed during the year. They include, Susana Forster, Director of the Smith Museum of the Arlington Historical Society; Sally Sapienza, who worked at the Fogg Museum and the John F. Kennedy Birthplace and is now with the Fredrick Law Olmstead estate; Sandy Fisher, who works at the Fogg Museum and with the Audubon Society. Dennis Piechota resigned in March and Sandy Fisher in December.

Restoration work will continue during the next couple of years and funds will be requested from the people of the town and elsewhere on a continuing basis. The plaster relief, "Mother and

CULTURAL AND HISTORICAL ACTIVITIES

"Child" located to the right of the circulation desk of the Robbins Library, was sent to the Center for Conservation in December with a return date sometime in late January 1992. During the renovation and construction of the library, the committee plans to restore as many pieces of the Dallin works which are currently located in that building. The plaster sculpture, "My Boys" previously located over the circulation desk of the library, is expected to be restored during the early spring of 1992.

The committee has begun looking into the possibility of turning the Vittoria Dallin Branch library into a Dallin Museum, at a date when the building is considered to be available. Such a museum would include all Dallin sculptures owned by the town not in a fixed position, as well as documentary materials, such as letters, awards, and photos. It is also being planned to have an area for other sculptures owned by the town and to provide space for local sculptors to exhibit from time to time.

Donations in any amount can be sent to the Town of Arlington/Cyrus E. Dallin Committee, Board of Selectmen, 730 Massachusetts Avenue, Arlington, MA 02174. Members of the committee are James P. McGough, Chairman; Marianne L. Teuber, Susana Forster and Sally Sapienza.

COMMUNITY DEVELOPMENT

Planning and Community Development Redevelopment Board

The Department of Planning and Community Development was created by the Town Manager in 1969. Two years later, the Arlington Redevelopment Board was created at the request of the Town Meeting by a special act of the State Legislature. The goal of the Town Manager and the Town Meeting was to create a board that could work effectively to expand the tax base of the town while ensuring that the town remain an attractive, livable, residential community. The board and the department have focused their efforts on the improvement and expansion of the existing business districts along Massachusetts Avenue and on the general improvement of the quality of life throughout the town. The Redevelopment Board is responsible by statute as the town's planning board for zoning, comprehensive planning, and land use development. The board spends considerable time functioning as a special permit granting authority in the administration of the town's Environmental Design Review process that was enacted by the Town Meeting in 1975 to control major development. In addition the board, as authorized by law, can undertake specific development projects as a Chapter 121B Urban Renewal operating agency. Four members of the board are appointed to staggered three year terms by the Town Manager subject to the approval of the Board of Selectmen. The fifth member is appointed by the Governor. Currently, three members of the board are also elected members of the Town Meeting. All members must be residents of the Town of Arlington, and they serve without compensation.

The Department of Planning and Community Development, staffed by three full-time professional planners and a supporting staff of two, provides staff assistance to the Redevelopment Board. The director serves as Secretary Ex-

Officio. This is a unique arrangement in Massachusetts since Arlington has the first and now one of the few boards that serves both as a planning board and a redevelopment authority. Through this arrangement the town has achieved a considerable savings in administering and operating planning and development programs. The director is appointed by and directly responsible to the Town Manager for planning and community development matters on a daily basis. In addition, the director has the responsibility of managing the Federal Community Development Block Grant Program for the Town Manager and the Board of Selectmen. The director also serves as executive director of the Menotomy Weatherization Program, which receives state and federal funds to provide weatherization assistance to Arlington and the towns of Belmont, Lexington, and Watertown, and the cities of Waltham and Cambridge.

As needs have changed in Arlington, the board has also assumed major responsibilities for real estate management and development. The board has had the overall responsibility for the disposal and/or development of surplus town properties. The board was responsible for directing private redevelopment of the Locke and Cutter Schools in concert with the wishes of the neighbors as well as the former Arlington Police Station on Central Street and the MBTA Power Station on Water Street. The board also acts as landlord for the Parmenter and Crosby Schools that were transferred to the board by Town Meeting for a ten year period in 1983. The board redeveloped and now acts as the manager of the Central School and 23 Maple Street which were converted into a self-funded 30,000 square foot human services office complex and multi-purpose senior center at no direct cost to the town. The Arlington Seniors' Association, an independent, private, non-profit organization, has been allowed to occupy the first floor of this building rent free for the last six years. In addition, the Arlington Council on

Aging, a town agency, occupies half the ground floor rent free. This was made possible through the efforts of the Redevelopment Board, which rented the remaining sixty percent of the building at market rates. The board also acts as landlord for the former Gibbs Junior High School, and the Jefferson Cutter House recently relocated to the new Town Common. Currently the board, supported by the department, is the fifth largest property holder in town with a responsibility for approximately 200,000 square feet of floor space occupied by twenty tenants.

The Director of Planning and Community Development also represents the town on several regional agencies. The director has been a long-term member of the Metropolitan Area Planning Council, the regional planning agency that represents 101 cities and towns in metropolitan Boston. The director has been a member of its executive committee for thirteen years and served as president for two years. The Metropolitan Area Planning Council provides a regional perspective to such areas as land use, economic development, housing, transportation, and environmental quality. In addition, the director represents the town on the Joint Regional Transportation Committee that focuses on transportation planning issues in metropolitan Boston. The director served as its chairman in 1983. Finally, the director also serves on the Governor's state-wide Bicycle Advisory Board.

The year 1991 continued the slow period of development that has been present in Massachusetts for the last four years. The news media has abounded with stories of massive real estate failures. Although Arlington has seen a number of foreclosures and bank failures, we have not experienced the massive vacancy rates common in many of the surrounding communities. Arlington Center continues to have difficulty as a small independent business center. The town has increased the parking supply, improved traffic

flow, and provided numerous amenities; but, unfortunately, the center has been unable to find its niche in the regional retail marketplace. Successful investments have been made by some tenants and their landlords, but this is the exception, not the norm. We believe that a major effort at investment will have to be undertaken by the landlords and existing and/or future tenants before the center improves.

The Minuteman Bikeway project which replaces the Lexington Branch Railroad that has bisected the Town of Arlington since 1846 is now under way. The concept for this project began at a Redevelopment Board meeting in August of 1974. Funds for its construction were authorized by a State Transportation Bond Issue. The Interstate Commerce Commission gave its final approval in August of 1991. The groundbreaking took place on November 26, 1991, and by the end of the year, the contractor was removing the rails and ties. The entire project is expected to be completed by July 1, 1993. Current plans call for the Arlington section to be finished in the fall of 1992. This project, being undertaken at no cost to the Town of Arlington, will physically link the majority of our parks and playgrounds in the central core of Arlington. It will also provide a direct linkage to our largest tract of public open space - the 185 acre Great Meadows Sanctuary in East Lexington.

The department continues to coordinate the efforts of the Arlington Mapping Commission. Arlington will obtain a digital map of the town which will be able to be displayed on computer and printed out in different configurations for different town uses. The computer map will allow town departments to attach data to it for cataloging and analysis purposes. The map system will be the basis for all town mapping for the foreseeable future and will be created with great accuracy and be able to be easily updated as changes occur. We have been successful in negotiating a cost sharing arrangement

with Boston Edison. We expect that the first products of our efforts will be seen during 1992. This project has been a long-time effort of the board and the department. It will bring Arlington into the forefront of geographic information systems. Many communities are extremely interested in our efforts. Kevin O'Brien, the Assistant Director, Planning and Community Development, published an article describing the process in a national publication known as GEO INFO Systems.

The town has just finished the first year of a long-term goal setting process which has been labeled Vision 2020. The department and the Board have participated with many other town officials and citizens to understand what Arlington is and where it would like to be early in the next century. This effort has involved extensive participation by residents and a massive information gathering and distributing network. We hope that when the project is completed in 1992, Arlington will have a greater understanding of what it is and where it would like to be in the future. This effort has provided an opportunity for all participants to think beyond the day to day budget crises that have so pervaded town decision making during the last ten years.

After many years of study and deliberation, the Redevelopment Board and the Department of Planning and Community Development proposed a major rezoning to the Town Meeting last spring. This undertaking increased the minimum lot size and frontage requirements in the Morningside district. The effect was to increase the minimum lot size and frontage requirements for approximately 500 properties in this neighborhood. This was proposed by the Board and adopted by Town Meeting in order to preserve this neighborhood which had been built in the 1950's with lots that exceeded the minimum standards of 6,000 square feet. During the heady development days of the mid 1980's, we began to see those larger lots being subdivided and developed with houses that were totally

incongruous to the neighborhood. The rezoning effort involved correspondence with every property owner in the district in an attempt to ascertain their desires. The rezoning was successful at Town Meeting due in large measure to this communication process. This was made possible by the presence of our geographic information system and its ability to assemble data and provide direct communication to the affected parties.

The efforts of the Department of Planning and Community Development and the Redevelopment Board require us to listen and understand the concerns of the town's residents. Citizen involvement and participation is crucial. The board and the department require and need input from other town officials including the Board of Selectmen, Town Manager, School Committee, Finance Committee, Town Meeting Members, and other department heads, commissions, and citizens. The department and the board take pride in their ability to explain complex issues relating to land use and development in the future of the town. We welcome citizen input and hope that as questions arise you will feel free to call the department with your questions and concerns. If it appears that further discussions at a public session are necessary, arrangements can be made for those discussions at the regularly scheduled Redevelopment Board meetings. The department and the board welcome the opportunity to serve you, the residents of the Town of Arlington.

Arlington Housing Authority

The Arlington Housing Authority is an independent board of five commissioners charged with providing safe, decent and sanitary housing for eligible persons of low income. Four of the commissioners are elected to staggered five year terms by the voters of Arlington and the fifth commissioner is appointed by the Governor. No town

COMMUNITY DEVELOPMENT

funds are received by the Housing Authority. All supporting funds are received from the Commonwealth of Massachusetts Executive Office of Communities and Development and the United States Department of Housing and Urban Development.

Presently the authority owns and operates 524 units of elderly housing and 176 units of family housing in five different locations within the town. It owns a house that provides housing for thirteen mentally retarded men and provides assistance payments for the leasing of 477 privately owned apartments throughout the town.



Mrs. Inga Blomquist is congratulated by John Cusack, Chairman, Arlington Housing Authority, on reaching her 100th birthday.

A major change that is a result of Section 554 of the Cranston-Gonzalez National Affordable Housing Act is the creation of the Family Self Sufficiency Program. The act directs public housing agencies to use public housing development assistance and Section 8 assistance, under the rental certificate and rental voucher programs, together

with public and private resources to provide supportive services to enable participating families to achieve economic independence and self sufficiency.

All public housing agencies receiving funds in Fiscal Year 1992 and subsequent years for new Section 8 rental certificates and rental vouchers and new public housing units must operate a Family Self Sufficiency Program.

Mr. James K. Ferraro was appointed to the Board of Commissioners by Governor William F. Weld, replacing Representative J. James Marzilli, whose term had expired.

Mrs. Joan C. Gross retired after many years of service as Executive Director and former Commissioner. She was succeeded by Mr. Jeremiah V. Donovan.

Zoning Board of Appeals Hears 35 Petitions

In 1991, the Zoning Board of Appeals has heard and made decisions on thirty-five Petitions as prescribed in Massachusetts General Laws, Chapter 40A, The Zoning Act, and also further clarified in the Town's Zoning Bylaw.

In the past few years many changes have been made in Chapter 40A, The Zoning Act, that have affected procedures for the handling of petitions brought before the board. The petitions heard by the board include Variances, Special Permits and Appeals of the board's interpretation of zoning decisions rendered by the Inspector of Buildings.

The Zoning Board of Appeals has three members appointed by the Board of Selectmen. The Selectmen also appoint two associate members to attend hearings when a member, or members, cannot sit for a particular hearing. All hearings are open to the public. They are usually held on the second and fourth Tuesdays of the month in the Town Hall Hearing Room with occasional exceptions to this schedule. The hearings are advertised in The Arlington Advocate for two consecutive weeks and posted on the Town Clerk's Bulletin Board at least three weeks before the hearing date. The Rules and Regulations of the Zoning Board of Appeals are on file in the Office of the Town Clerk and in the Zoning Board of Appeals' office at 51 Grove Street.

PETITIONS HEARD BY ZONING BOARD OF APPEALS - 1991

	Granted	Denied	Withdrawn	In Process
Petitions for Variance	3	2	-	2
Applications for Special Permits	21	-	1	4
Petitions for Variance & Applications for Special Permits (combined)	-	-	1	-
ZBA Interpretations of Zoning Bylaw	-	-	-	-
Appeal of Building Inspector's Interpretation	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTALS	25	2	2	6

Total Petitions filed with Town Clerk - 35
Hearings continued by the Board while in session - 10
ZBA interpretations of the Zoning By-Law - 1

Metropolitan Area Planning Council

The Metropolitan Area Planning Council provided staff support to the CORE subregion, of which Arlington is a member. The council staff coordinated review of the transportation improvement program, facilitated discussions and public input on the amendments to the State Implementation Plan for Air Quality, and attended on behalf of our communities all Program for Mass Transportation meetings. The staff also worked with Arlington on Alewife Truss Bridge issues, identified commuter parking locations in the CORE subregion, provided population/age group forecasts, subregional and community census profiles, census data analysis, mapping of land resource protection areas, and coordinated review and input to "A Strategic Metropolitan Transportation System" as part of MetroPlan 2000. MetroPlan 2000 continuing efforts include the development of transportation, land resources, and housing elements with input by the subregions and policy committees.

The council staff also met with the town engineer to review pavement management issues. The council transferred the town's pavement management database and provided staff training for Arlington's data collection efforts.



Public Works

Hurricane "Bob"

Hurricane "Bob" struck our town in the afternoon of Monday, August 19, 1991 with peak gusts of wind in excess of sixty miles per hour and rainfall of approximately six inches, causing severe tree damage. It was reported that 112 town owned trees were down within the town. Town departments and their employees responded to this emergency with a high degree of professionalism and deserve the thanks and gratitude of all our citizens.

According to the town's weather consultants, Weather Services Corp. of Bedford, Massachusetts, things could have been much worse for this area if Hurricane "Bob" tracked thirty miles farther west, making landfall first on eastern Long Island and then east coastal Connecticut. If that had happened, we would have experienced 100 mile per hour winds and the resulting damages which would have been much greater.

The Federal Emergency Management Agency approved \$150,042 in eligible costs of the hurricane. The federal government will reimburse the Town for seventy-five percent of the eligible costs or \$113,513. There is a possibility that The Commonwealth of Massachusetts will reimburse the town for twelve and one half percent of the eligible costs or \$18,755. The total amount of the reimbursements, \$132,268 are not expected to be received by the town until late in the spring of 1992.

Water and Sewer Rates

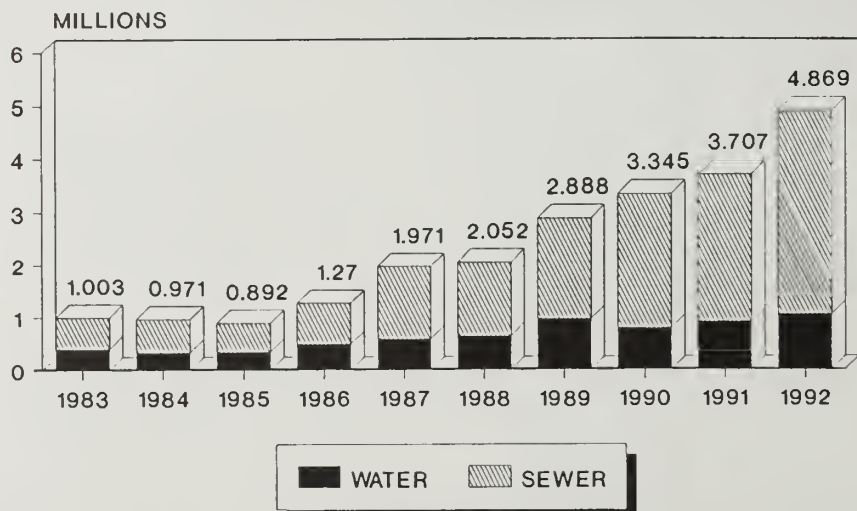
The principal reason for the alarming increase in water and sewer rates has been the Massachusetts Water Resources Authority (MWRA) assessments to the town, which represents sixty-two percent of the town's water and sewer budget. In 1988 the combined water and sewer assessments were \$2 million. In the current year they are \$4.9 million. The sewer assessment increase is a direct result of the court order which mandates that forty-three MWRA communities pickup the cost of the cleanup of Boston Harbor. The ten year clean-up project is estimated to cost \$6 billion. The harbor is a valuable regional resource that has a tremendous

impact on the whole economy of New England. The Boston Harbor project will create 4,000 jobs annually, will generate \$150 million in tax revenue for the Commonwealth of Massachusetts, and stimulate the local economy by some \$3 billion over the next decade.

The economic and environmental benefits of this project will be shared by all of the 351 cities and towns in the Commonwealth and the other New England states, yet the cost of the project is borne by the forty-three MWRA communities. This is a gross inequity that demands some form of relief and can only be addressed at the state and federal level. The MWRA communities are being forced to pay a disproportionate share of the cost of this project, a financial burden they will be unable to handle. There has to be a reasonable compromise between the need to clean up Boston Harbor and the ability of those who have to pay the bill.

Unless there is some form of rate relief, the Boston Harbor project and many other needed environmental projects will be placed in jeopardy.

MWRA ASSESSMENTS FY 1983 - FY 1992



Water Conservation

Due to the increase in MWRA assessments to cities and towns throughout The Commonwealth for water and sewer charges, efforts to conserve water and reduce these charges became of great concern to the citizens of Arlington, especially the elderly.

In its efforts to educate the citizens on ways to conserve water, the department presented a vigorous program in the following manner: Press releases in The Arlington Advocate, coverage on Community Bulletin Board at Continental Cablesystems, hand delivery of water conservation pamphlets to residents, water conservation posters displayed throughout the town, and conservation materials displayed in Town Hall lobby and Robbins Library.

Members of the Arlington Public Works Department were present at the John F. Kennedy Memorial Library during the Water Conservation Week in June when Paul F. Levy, MWRA Executive Director, and Susan Tierney, Environmental Affairs Secretary for the Commonwealth of Massachusetts, presented the following awards to two students in the eighth grade at the Ottoson Junior High School: third place award in the Water Conservation Poster Contest, a fifty dollar savings bond, to Andrew Kyle, and an honorable mention award to Michael Latchford.

Water System Rehabilitation Program

In accordance with the recommendations included in Camp, Dresser & McKee's analysis of the town's water distribution system, the following improvements were made or are in the process of being made under a contract with East Coast Equipment Corporation of Dorchester, Massachusetts: the replacement and upgrading of water mains on Waverley Street, Rhinecliff Street, George Street, Florence Avenue, Renfrew Street, Egerton Road, Margaret Street, Thorndike Street, and Bow Street. These projects will be completed in the

spring of next year at a cost of approximately \$608,000.

All improvements will result in long-term benefits to the water system. This program is a twenty year program designed to upgrade the town's water distribution system.

Leaf Composting Program

In February of 1991 the town requested proposals from qualified offerors to conduct a Leaf and Other Yard Waste Transport and Composting Program for a three year period beginning the first week of November, 1991. Agresource, Incorporated of Merrimac, Massachusetts, was awarded the contract. They accepted the town's leaves for composting at three sites that they own and operate. The town was responsible for the collection and delivery of the leaves to the contractor's sites. Residents placed their leaves out for collection at curbside in special biodegradable bags or designated barrels on the same day their newspapers were collected for recycling. In this initial phase of this program approximately 1,000 tons of leaves were delivered for composting.

Drop-Off Committee

On November 1, 1991, the Drop-Off Committee passed on responsibility for their successful monthly recycling program to the department. The town recycling program will now be expanded to include the collection of glass of all colors, steel and aluminum cans, as well as old telephone directories, at drop-off bins located at the Town Yard, 51 Grove Street. This collection center is open from 7:00 A.M. to 12:00 Noon, Monday through Saturday.

The Drop-Off Committee deserves the applause of all the citizens of the town for their dedication and commitment to protect our environment through their unique recycling initiative.

Newspaper Recycling

During the year the town collected 2,329 tons of newspaper. This

mandatory curbside collection of newspaper is a bylaw of the town which was established at the 1990 Annual Town Meeting. Public support of this and other town recycling programs have been very well received by the citizens of the town.

Solid Waste

The State Department of Environmental Protection has new regulations which restrict or prohibit disposal of certain components which present a potential adverse impact to public health, safety, or the environment. The Department of Environmental Protection will require solid waste facilities to prohibit or limit disposal of particular types of materials within certain time tables. The restricted materials and effective dates of the restrictions are identified in the table below.

Solid Waste Restrictions	
Restricted Material	Effective Date of Restriction
Lead batteries	12/31/90
Leaves	12/31/91
Tires	12/31/91
White goods	12/31/91
Other yard wastes	12/31/92
Aluminum containers	12/31/92
Metal or glass containers	12/31/92
Single polymer plastics	12/31/94
Recyclable paper	12/31/94

Arlington Public Works Week

Arlington Public Works Department observed National Public Works Week in May. The week's activities concluded with a luncheon at the Town Yard. This year the following individuals received the Town of Arlington

INFRASTRUCTURE

Prestigious Environmental Award: Paul Levy, Executive Director of the Massachusetts Water Resources Authority; Susan Lijek, Chairperson, Arlington Recycling Committee; Victor Roberto, Assistant Director of Public Works; and Allan Grieve, Retired MDC Design Engineer, for the Eustis Street Underground Water Storage Tank.

Retirements

The following two employees retired from the Arlington Public Works Department after many years of faithful and dedicated service: Hugh J. Rice, Assistant Director of Public Works, with thirty-six years of service; and Louis Knowles, Motor Equipment Operator Grade Two, with forty-one years of service.

Looking Ahead

The one inescapable responsibility of public works management is to provide for the continuity of essential services vital to the health and welfare of the community. Our citizens rely on public works administrators for a multitude of necessary services. They expect a high level of services with optimum consideration for ecological protection and social interest and, perhaps in contradiction, for low cost levels that do not necessitate increases in taxes.

1991 INFRASTRUCTURE IMPROVEMENTS

Street Resurfacing	9,601 L.F.*
Armor Coating	8.3 miles
Water Main Renewals	5,167 L.F.
New Water Main Installations 8"	332 L.F.
Hydrant Renewals	35
New Hydrant Gates 6"	12
New Water Gates 8"	35
New Water Gates 12"	7

*L.F. denotes linear feet.

The diversity and complexity of delivering public works services requires experience, dedication, knowledge of the town's infrastructure, and a high degree

of managerial competence. Over the years the department has always enjoyed an excellent reputation for delivering the quality of services that have made our town such a desirable community in which to live.

A major concern we have is that public works management personnel are fast approaching that point in their careers where they are eligible for retirement. Unfortunately, due to personnel reductions over the past decade, there are no employees in the department to fill the anticipated management void. This is also the situation in other town departments.

The department has been building a computerized infrastructure data base to assist the next generation of public works administrators. That alone will not be enough to solve this potential problem.

It is imperative that the town address this personnel problem to insure that the continuity of vital services and the quality of life in our community is not diminished or placed in jeopardy in the future.

Engineering

The Engineering Department continues in its capacity as a service-oriented department supplying support services to various town departments, commissions, and to the general public.

The department continues to work closely with the Public Works Department to upgrade and improve the town's infrastructure, by supplying preliminary surveys, design, construction plans, field layout and field inspection; with increased emphasis this past year on the water and sewer systems.

In 1991, the rehabilitation of the town's water system continued at an accelerated pace with the proposed replacement of over two miles of water main. The project was located in three areas of town: East Arlington on Egerton Road, where the existing six inch main was to be replaced with eight inch ductile iron cement lined pipe, and on Thorndike Street and Margaret

Street, where the existing six inch mains were to be replaced with twelve inch ductile iron cement lined pipe; the Dallin School area on portions of Waverly Street, Rhinecliff Street, George Street, Renfrew Street and Florence Avenue, where the existing six inch mains were to be replaced with eight inch ductile iron cement lined pipe; and on Bow Street, where the existing six inch main was to be replaced with twelve inch ductile iron cement lined pipe. To date, approximately one half of the project has been completed. The remainder of the project should be completed in the spring of 1992.

Rehabilitation of the sewer system continued in 1991 with department completion of the preliminary surveys, designs, plans and contract documents necessary for the purchase and installation of two sewer pump stations to replace the existing stations located on Reed Street and on Mystic Street. The contract for the fabrication of the stations was awarded to Hayes Pump, Inc., of West Concord and the installation contract to D & C Construction Company Inc., of Norwell. It is expected that both stations will be operational by February of 1992.

Additional field surveys were completed and plans drawn for the Hill's Pond water quality improvement project.

About two thirds of a major Chapter 90 roadway rehabilitation project was completed in 1991 on Mystic Street between Beverly Road and the Winchester town line.

The total project consisted of cold planing 27,000 square yards of pavement, applying 25,000 square feet of crack stabilization fabric, laying 3,500 tons of bituminous concrete and applying both center line and gutter line traffic markings. Also included in the project was the installation of 2,400 lineal feet of new sidewalk along the easterly side, resurfacing approximately 5,000 lineal feet of existing sidewalk, installing wheel chair ramps and adjusting existing curb where necessary. The total length of the project is

approximately 1.2 miles, beginning at Summer Street and terminating at the Winchester town line, with a total estimated cost of \$324,000.

Work has continued and will continue for some time to come on transferring department records to the computer acquired last year.

The water system in the section of town bordered by Medford Street, the Mystic Valley Parkway, and the Mount Pleasant Cemetery was upgraded by replacing the existing six inch cast iron water pipe, circa 1890, with eight inch ductile iron cement lined pipe. A total of 5,103 feet of water main pipe, 2,000

Work Performed by the Engineering Department in 1990

Building application and site plans processed, house numbers assigned, and grades checked	15
Inspection of work performed by licensed contractors	135
Inspection of trench resurfacing performed by utilities	297
Estimates, supervision, and inspection of street construction and resurfacing	8
Taking plans for storm drain, sewer, water, school, street, and park property	6
Construction lines and grades given for walk and edgestone installations	100
Preliminary surveys, estimated costs, 1991 park improvements, walk and edgestone extensions and various Warrant Articles	42
Miscellaneous surveys for street line requests, tree locations, playground court layouts, etc.	40
Sewer, water, and storm drain extensions including construction plans	28
Final Assessment and plans for street betterment, sewer, water, walk, and edgestone	2
Block Plan and Sewer Plan additions and corrections	162

The new rules and regulations governing the issuance of street opening permits approved by the Board of Public Works on July 15, 1991 became effective on September 1, 1991. Since the inauguration of the new regulations the department has issued 430 permits and collected over \$22,000 in fees.

Besides the usual department work described in the accompanying chart, the Engineering Department continued to serve in its advisory capacity providing technical assistance to citizens, boards, commissions and other town departments. The Engineering Department continues in its capacity as a service-oriented department supplying support services to various town departments, commissions, and to the public. The department continues to work closely with the Public Works Department to upgrade and improve the town's infrastructure by supplying preliminary surveys, design, construction plans, field layout and field inspection; with emphasis this past year on the water and sewer systems.

feet of service pipe, thirty-six gate valves and twenty fire hydrants were replaced. In addition, six gate valves and seven fire hydrants were added. To complete the project, the streets affected will be resurfaced in 1991.

The park system was enhanced with the layout and design of Scannell Field, at the end of Linwood Street, for Little League Baseball. In addition, much time was spent on a preliminary survey and plans of Hill's Pond and vicinity in Menotomy Rocks Park for future improvements to the water quality of the pond.

The department got a computer this past year and is transferring permanent records into the system, such as street network and utility information.

Besides the usual department work described in the accompanying chart, the Engineering Department continued to serve in its advisory capacity providing technical assistance to citizens, boards, commissions, and other town departments.

Properties Division

The Properties Division is involved in the operation and maintenance of all public buildings in Arlington. The division is directly charged with all schools, town offices, and athletic buildings. It also is involved with operation and maintenance of buildings under the control of the Planning, Library, Public Safety, and Human Resources Departments.

In the past the long range goals of the division involved upgrading of major systems involving roofs, windows, boilers, alarm systems, and energy control systems.

Our buildings are in good condition as a result of the implementation of the capital plan. Energy conservation has been, and continues to be, a high priority item. This year new boilers were installed in the Crosby School and a new model burner at the Dallin School. Our electrical improvements, installed under the Boston Edison ENCORE Program last year, have helped us reduce our electrical costs. The burner and boiler program should be completed in Fiscal Year 1992 and should provide Arlington with many years of safe, efficient, and economical heating in all buildings.

Following is a list of major building maintenance projects in 1991. The major building projects range from major window, boiler, and electrical work, to lesser door, roofing, asbestos, and painting in all schools.

Also worthy of special attention is the fact that the three year reinspection, required under federal asbestos regulations, AHERA, was completed this year.

List of major building maintenance projects:

Robbins House

- Rebuild Porch Roof
- Resurface Widow's Peak Walkway
- Repair Gutters and Paint Robbins House, Cottage, and Garage

Major Lexan Replacement Program

- Bishop School - Recovered Exterior Windows, Rear Two Stories

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(prevent vandalism), in house

- Brackett School - Replace all windows with new lexan (outside contractor)

- Dallin School - Major Lexan Replacement, Main Entrance and Stairwells

- Stratton School - Major Lexan Replacement, Main Lobby and Cafeteria

- Thompson School - Major Lexan Replacement, Classrooms, Building Connector and Main Lobby

- Arlington High School - Covered 5 levels, Schouler Court, with Lexan (vandalism protection)

Door Replacement Activity

- Bishop School - Four exit doors, gym area (in house); two sets of doors, front and rear entrance (outside contractor)

- Brackett School - One new set exterior doors, custodian entrance (outside contractor)

- Dallin School - One set exterior doors, boiler room (outside contractor)

- Hardy School - Exterior door, cafeteria, custodian entrance

- Ottoson Jr. High - Replace 8' sets of exterior doors

- Peirce School - Exterior Doors, custodian entrance

Exterior Painting

- Robbins House

- Bishop School

- Arlington High School - Clock Tower, Face rebuilding, etc.

Interior Painting

- Brackett School - Painted bottom level

- Hardy School - Painted west to P level and cafeteria areas

- Arlington High School - Painted pit areas and corridors; "F" Building corridors, all; "B" Building corridors, all; "A" Building corridors, all; painted all fire doors; auto shop; miscellaneous maintenance work

Miscellaneous

- Bishop School - New P.A. system

- Brackett School - Updated lighting gym and front hallways

- Dallin School - New model burner installed (burner from Crosby); major repair to tunnel piping system (steam

leaks); built new display case for Cyrus Dallin Statue

- Hardy School - Reconfigure front lobby office; Repainted flag pole; install smoking room exhaust fan

- Stratton School - Major boiler repair; remove incinerator; lobby renovation for memorial area; boiler I D fan renovation

- Thompson School - Renovations to fan exhaust areas (2) because smoking room; enclosed baseboard radiation 50'

- Arlington High School - Added additional heating radiation to: Nurses room/main office; major cement work-courtyard; Preschool II renovated for safety and cosmetic; hook up new auto lift system

- Ottoson Jr. High - Major wall locker renovation and relocation; four dropped ceilings (classrooms); repair/renovate dock area; roofing area (truck damage); major cement work (front entrance old gym); major intrusion alarm work (both in house and contractor); removed damaged asbestos and replaced plaster ceiling

- Dallin School - Rewired computer room

- Crosby School - Replace boilers (2); major asbestos removal; oil tank wall (cement)

- Three year reinspection of all schools for asbestos AHERA compliance.

By far the major work performed on building maintenance this year was not the large eye-catching projects but the day to day maintenance necessary to keep buildings operating in a safe, efficient manner. In 1991 over 2,400 individual work orders were processed covering all areas from carpentry, electric, plumbing, painting, and general handyman work. The many systems from heating, fire alarm, and computer controlled operations were operated and maintained.

This year our maintenance staff was reduced due to budget constraints. The building maintenance staff performed well to meet needs.

One of the most difficult and demanding duties performed by this

division is the custodial and housekeeping duty. The custodial force is expected to clean the building, cover lunches, provide for special events, and operate the sophisticated control systems necessary to operate buildings. The day of the janitor is long gone with computer controlled energy management systems, automatic heat and smoke alarms, intrusion alarms, and food service duties. Our schools and other buildings often require a major expenditure of time on non-housekeeping work.

The custodial work force must also be able to work with people every day. The building staff, outside users of a facility, and fellow workers must be considered. This year the custodial force was reduced by three positions. These reductions, carried out on a seniority basis, effect the remaining work force directly. The average age is increasing, and the ability to perform strenuous duties such as snow removal, heavy summer cleaning is more difficult.

This year we were able to meet almost all needs. Further reductions in the work force will require major changes in operating procedures.

Natural Resources Division

The Natural Resources Division is charged with the care and operation of all public playgrounds, playfields, gardens and trees in Arlington, from small garden plots to the one hundred eighty-three acre Great Meadow area.

By far the major share of the work involves playing fields and supporting both public and private athletic programs. Arlington has extensive athletic programs that include school and recreation division activities, as well as private associations that sponsor softball, baseball, football, soccer, basketball, field hockey and other sports. All of these groups use our playfields from early spring until after the Thanksgiving holiday.

The division is hard pressed to meet the needs of all organizations and keep our playfields in reasonably good condition. Resources that are available are assigned on a priority basis to fields that are worn due to constant use. Cultural practices such as fertilization and lime application, aeration, overseeding and top dressing are used, but high use areas are difficult to maintain. The division is working on a solution that may allow for rotational use of fields for certain sports. We must seek a balance between uses and what a natural grass field can sustain.

Another concern is the need to maintain our tot lots and playground equipment. In 1991, Waldo playground had new play equipment installed. The basketball and street hockey courts were also renovated. As part of the overall capital plan to upgrade our play areas and courts, the basketball court at Magnolia Field was renovated and the basketball court at Crosby was upgraded from asphalt to a new sealed and color coated court.

At Warren A. Peirce Field we performed major renovations to the seating areas, the running track was resealed, repaired and all new markings were installed. This work is intended to provide for the upkeep of all our play

areas that were expanded during the Recreation Facilities Program of the seventies and early eighties.

Arlington with its many street trees and wooded parks must be aware of the need to maintain and preserve its environmental resources. It seems that in the last ten years there has been a lessening of concern for the environment in the face of economic pressures.



Hurricane "Bob" cleanup on Gray Street. Photo courtesy of the Arlington Advocate.

Hurricane "Bob" was the major story; but this year twice as many large trees were lost to diseases as were lost to the hurricane. The major reason for our loss of two hundred thirty large trees and many lesser sized trees was environmental pressure. With approximately 16,000 street trees it is expected that some will succumb to old age, but we are losing many middle-aged and young trees to various fungus, virus, and bacterial diseases that are brought upon by environmental stress. There has been a substantial increase in root diseases over the years. In previous decades, infectious diseases such as Dutch Elm Disease, Sugar Maple Wilt, Verticillium Wilt, and others were the major cause of tree losses. Today overall environmental stress is the most serious problem. It is

logical to understand that the environment is not only effecting living plants but human life as well.

This year Hurricane "Bob" caused us major problems. One hundred twelve large trees were destroyed with many trees falling on wires or leaning on houses. The division, along with the Public Works Department and others, worked around the clock to clear streets

and restore order following the storm. It took several months to complete the pruning and repairs required as a result of the hurricane. The Tree Division crews, supported by others, deserve special thanks for their skillful, dedicated work on the storm clean up.

All in all, in 1991 we lost three hundred forty-two street trees. To counteract these losses, we planted a total of one hundred twenty-seven new trees. As in the past ten years, replacement trees only covered a small percentage of trees lost. If this trend is not reversed the quality of life in Arlington will suffer. A grant of \$6,000 was received from the "Mass Releaf" Program that allowed for the planting of forty-five of the aforementioned trees. These trees were planted on Massachusetts Avenue, Broadway,

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Mystic Street, and Park Avenue.

Major improvements were made at Monument Park in Arlington Center, as well as at the island at Broadway and Warren Street. Both locations were resodded and underground sprinkler systems were installed.

The program to improve the water quality at Hills Pond is progressing. The consultant and two agencies are in the process of putting specifications together and filing for all environmental permits. It is expected that the actual work will begin in the fall of 1992.

Though the hurricane and other unexpected problems delayed the work on the athletic field at Summer Street near the skating rink, it is expected that the field will be completed in 1992.

Overall, Arlington has facilities that are adequate to meet the needs in the sport and recreation areas; but without a special interest group to champion needs, the quality of life and general environmental quality areas must be watched. If resources are reduced, someone must speak out for all. It should be remembered that subtle changes over the years have a cumulative effect. Once lost it is very difficult to recover.

Cemetery Division

The Cemetery Division operates both Mt. Pleasant Cemetery on Medford Street and the Old Burying Ground on Pleasant Street. In 1991 there were three hundred and seventy interments in Mt. Pleasant Cemetery resulting in the sale of seventy-one burial lots. This represents a reduction of approximately ten percent as compared to previous years. Of the total interments, fifty were cremation interments, fourteen percent of the total.

It is apparent that total interments are down and the percentage of the total that are cremation interments is increasing. This factor, in the long view, has a significant import on our future operations. The most immediate impact is that the period of use for the existing site will be extended for many years. With more cremation interments,

existing lots can hold more interments to be used if family members wish. Areas previously unsuited for regular interments can be used for cremation interments. In response to the trend toward cremation interments, it is felt the full use of the existing facility will extend well into the next century.

The object of the Cemetery Commissioners is to provide full cemetery services while establishing fees to cover costs. In the past year \$235,850 was received as total revenues from fees and the sale of burial lots. In addition approximately \$93,000 was received from trust funds for a total of \$328,850. Fees and charges for lots are reviewed periodically to provide for sufficient income to meet costs.

Operation of the fifty-five acres of cemetery not only include interments but also maintenance of the landscape, roads, bridge, buildings, and other units. This year the bridge over Mill Brook was rebuilt by the Public Works Department, rip-rap and fencing along the brook was repaired, and several trees and shrubs were planted.

Several large trees were destroyed by Hurricane "Bob". Others were lost due to disease. These trees were removed by the Natural Resources Division and replacements will be planted where suitable.

The operation of a cemetery calls for a sensitive, concerned approach to persons requiring service. The employees of this division provide for care in this manner.

As the commission reviews 1991, the apparent change in long range goals is clear. It appears that burial customs are slowly changing. The existing site should have a longer life but income sources must remain sufficient to meet costs.

When Mt. Pleasant Cemetery opened in 1843, it probably appeared to be able to meet needs indefinitely, but who could foresee what the next one hundred and fifty years would bring. It is the duty of the commission to try to plan for the future. Eventually the Mt. Pleasant site will be full to a point

where new lots are unavailable. It is this fact that the town as a whole should be aware of.

Conservation Commission Celebrates Twenty-Five Years

The Arlington Conservation Commission celebrated the quarter century mark of its existence in 1991. For twenty-five years, the commission has devoted its efforts towards acquisition of land for protection of wetlands and establishment of a permanent trust of open space for the citizens of Arlington.

At the 1967 and 1968 Annual Town Meetings, the commission acquired seven acres on Mt. Gilboa through self-help funding. In 1990, with the aid of the Trust for Public Lands and commitment by the Town, the remaining 3.2 acres and a large house were purchased from the owners. The commission hopes this prime property will some day become an environmental center for the benefit, enjoyment, and environmental education of all Arlington residents. Further, the commission believes this functional use of the property will enhance Arlington's image as a town committed to environmental issues.

The commission's acquisition of land continued in 1969 when four additional parcels of land were added to its open space inventory. A one-acre parcel on Mystic Street was acquired with self-help funds and donations from the Boston Edison Company and the Archdiocese of Boston. Through the efforts of the Arlington Garden Club, Cooke's Hollow Park was constructed. This was the first section of Arlington's Mill Brook Linear Park to be completed. Future plans for the park are to start at Mystic Lakes and proceed along Mill Brook to the Lexington town line. A Brand Street parcel, acquired in 1969, was swapped in 1990 for another Brand Street property which provides clear access to the Turkey Hill Reservation. The commission intends to



Conservation Commission. Pictured from left, Roland Chaput, Chairman; Judith Hodges, Susan Brent, Bruce Whittle, Geraldine Tremblay, Lynn Orlowitz and Phillip Rury.

transfer this new property to the Parks Commission.

In 1972, the Forest Street Conservation Area was purchased. In 1974 five more parcels were added to the commission's inventory. Included among them was Meadowbrook Park, a beautiful, three acre wildlife refuge located along Mystic Valley Parkway. Approximately three acres of prime property, with a 300 foot frontage on Mystic Lake ("Window-on-the-Mystic") was purchased in 1975, using self-help funds, special revenue sharing funds, and a private donation. Annual Town Meetings in 1989, 1990, and 1991 voted to transfer eight small tax title properties to the commission holdings, adding one and one-quarter acres of additional open space. This brings the commission's current inventory of open space to more than twenty-two acres. In addition, the town owns the Great Meadows in nearby Lexington. Although the Great Meadows is not included in the commission's open space inventory, this watershed resource has been enjoyed for many years by citizens of both towns as a premier wetlands and wildlife area.

Under the Wetlands Protection Act and Arlington's local bylaw for Wetlands Protection, the commission must regulate all projects which impact

wetlands. Jurisdiction extends to activities which could affect flooding, water and soil pollution, and storm damage. In addition, the commission is responsible for protection of public and private water supplies, groundwater and watershed areas, and fisheries and wildlife habitat.

In 1991, twenty-six regular commission meetings were held. Members also attended meetings of the Lexington Conservation Commission and other town boards. Site visits were held for many regulated projects. The commission obtained an office in Town Hall and extends special thanks to the Town Manager and the Board of Selectmen for providing the space. Over the years, many town departments have actively supported the commission's efforts, especially the Town Manager, the Board of Selectmen, Town Counsel, the Planning Department, the Department of Properties and Natural Resources, the Town Engineer, and the Department of Public Works.

During the past year, a member of the commission was appointed to the Land Bank Committee which was formed to study the potential for future acquisitions of the land for the benefit of the town. A commission member has also been active on the Recycling

Committee. The commission administrator is a member of the Massachusetts Society of Municipal Conservation Professionals, which provides a medium of exchange with other towns on common wetlands issues.

Education is an on-going process and necessary to keep up with change in regulations. Therefore, commissioners often attend environmental courses and workshops which aid them in the performance of their duties. In 1991, several members attended the Massachusetts Association of Conservation Commissions annual meeting at Holy Cross College. The conference included a number of excellent workshops on wetlands regulations, land management, administration, and enforcement.

Comprehensive state wetlands regulations and a local bylaw adopted in 1986 have resulted in better protection of wetlands and adjacent critical areas. State wetlands regulations were adjusted two years ago to include more appropriate filing fees for Notice of Intent applications. Expenses incurred by the commission and other town departments can be recouped through the fee process. In 1991 the commission collected fees and fines amounting to \$1,885 bringing the total collected for the town to more than \$23,000 in the past few years. Currently the commission has outstanding fines of \$2,300, part of which is in litigation.

The commission carefully monitored the Rembrandt project as it reached the final stage of completion with the installation of a wooden arch bridge over Mill Brook. In 1992, a portion of linear park will be constructed beginning at the Wellington Park on Grove Street. The commission will work towards acquiring easements along Mill Brook to complete the section of linear park from Wellington playground to Brattle Street. The bridge will provide an important link between the north and south paths along Mill Brook.

Spring and fall clean-ups were held at Spy Pond, along sections of Mill Brook, and at Mt. Gilboa. The commission thanks the many volunteers who

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participated in these one-day events. In addition to the commission's own work, the efforts of enthusiastic volunteers greatly contributed to the maintenance of conservation lands. The East Arlington Neighborhood Committee, the Mt. Gilboa Neighborhood Alliance, and a group of residents from the Spy Pond area are examples of the stewardship of open space that is so important in providing protection of neighborhood resources. These groups also make the commission aware of potential problems and possible land abuse.

In 1991, the commission determined that, since fines may be levied for abuse of the Wetlands Protection Act and the local bylaw, it has a further responsibility to educate abutters to wetlands and waterways before abuses occur. Therefore, an educational pamphlet was sent to contractors who work in Arlington informing them of their responsibilities when constructing near waterbodies. In early 1992, abutters to wetland areas will be sent a brochure summarizing the Wetlands Protection Act and outlining projects which are regulated by the commission.

The Arlington Conservation Commission is committed to protecting wetland and watershed areas, improving water quality, acquiring additional open space, educating the public on environmental issues and cooperating with other departments to accomplish these goals. The commission looks forward to its next twenty-five years of service to the citizens of Arlington.

Arlington Recycling Committee



The Arlington Recycling Committee (ARC) does not lack in its clarity of purpose. After initiating municipal newspaper, leaf, and white paper recycling programs, the committee's explicit strategy is to strive toward the establishment of a curbside multi-

material recycling program. This final phase-in of recycling programs will be implemented when economically feasible.

The Arlington Recycling Committee became a formal bylaw committee through a majority vote at Spring 1991 Town Meeting. With a budget of \$2,380, the committee is specifically responsible for evaluating, recommending, and planning municipal recycling programs. These programs are implemented in direct coordination with the town's solid waste management

program.

The nine-member committee comprises eight volunteers and one representative from the Department of Public Works (DPW). In 1991, committee meetings were held once monthly, usually on Mondays. More frequent meetings were conducted prior to a program's implementation.

Newspaper recycling represented the first phase in the town's recycling efforts. Effective planning, expansive promotion, and support from the Town Manager, the Arlington Department of

Conservation Commission Land Acquisitions Since 1969

Parcel Location	Acreage
Mt. Gilboa	10.200
Meadowbrook Park	3.300
Mystic Lake	2.982
Forest Street	.980
Cookes Hollow Park	.839
Ridge Street	.597
Woodside Lane	.575
Brattle Street	.536
Madison Avenue	.271
Philemon Street	.127
Concord Turnpike	.127
Mohawk Road	.124
Hemlock Street	.124
Short Street	.106
Inverness Road	.101
Ruble Street	.098
Kilsythe Road	.090
Water Street	.051
Brand Street	.050
Spring Street	.036
53 Park Ave. Rear	.016
TOTAL	21.330

In addition to the above, the commission acquired land on Brand Street, which has been swapped for uphill land adjacent to the Turkey Hill Reservation; 0.11 acres. The commission acquired .595 acres of land on Maybie Street/Carlton Road. Both of these parcels have been transferred to the Parks Commission, as they abut the Turkey Hill Reservation.

Public Works and Arlington citizens greatly contributed to this program's outstanding success. Since the curbside newspaper recycling program began in August 1990, more than 2,000 tons of newspaper has been collected and recycled. Having contributed to saving over 34,000 trees to date, via their recycling efforts, Arlington residents have much to be proud of. Not only can thousands of trees continue to grow, but also the Town's newspaper finds new life in packaging for retail products. Since the program's inception, the Town's newspaper has been trucked to Haverhill Paperboard Company where it is processed, recycled, into paperboard.

The curbside leaf composting program that was up-and-running November 1, 1991 marked the second phase in the Town's recycling endeavors. Leaf pick-up ran simultaneous to newspaper collection to minimize possible schedule confusion for residents. Autumn leaves were disposed of by residents in garbage cans or biodegradable paper bags at curbside. Over 1,000 tons of leaves were collected over a six-week period. Upon collection, the town Department of Public Works hauled the leaves to various branch locations of Agresource, Inc. of Merrimac, MA. At Agresource, the leaves were mixed with stabilized sewage sludge and composted. The "final" product was eventually used in a land reclamation project.

In early 1991, another phase in recycling took effect with the collection of white office paper from the Town Hall and public schools. In the near future, the collection of white office paper will expand to "satellite" town offices as well, as the mechanisms of the program become more streamlined. Students Against Violating the Environment (SAVE), a high school student group, coordinated the pickup and effective transfer of the white paper from the schools. ARC is extremely grateful to SAVE for their (unsolicited) work.

Beginning November 18, 1991, the Arlington Public Works Department assumed management of the Town's



Composting float at the 1991 Patriot's Day Parade. Photo by Harvey Lijek.

recycling drop-off facility on Grove Street. The drop-off program began in the summer of 1990 through the dedication of DROP, a small recycling-focused subcommittee of the League of Women Voters. The committee is truly indebted to all DROP volunteers for their vision and tenacity in initiating and successfully maintaining the drop-off program. The drop-off facility currently accepts glass (all colors), steel and aluminum cans, and telephone books. The committee anticipates that additional materials, such as HDPE plastic, may be accepted as the recycled plastic market improves. It is planned that the drop-off program will be phased out with the advent of a curbside multi-material recycling program.

The year 1991 was not a favorable year for recycling markets, with nearly all markets for recyclables showing declines. However, throughout the year, Arlington was fortunate to have maintained its existing recycling programs. By contrast, several surrounding municipalities have had to re-evaluate their ability to provide their recycling services. And, their re-evaluation process has, in some cases,

led some communities to downsize their recycling programs.

Continuing education is essential to keeping committee members abreast of the ever-changing technical and legal issues that impact the solid waste management industry. In 1991, two committee representatives attended a workshop focused on recycled paper identification. A member of the committee also attended a environmental course at Tufts University that featured presentations on broad-ranging topics by key industry spokespeople. In addition, members also attended several regional recycling meetings conducted by Metro-West and the Eastern Massachusetts Recycling Association. Committee members also investigated recycling alternatives to waste oil and household battery disposal.

Effective promotion is required to ensure the success of any recycling program. In 1991, the Arlington Recycling committee coordinated the town-wide promotion of the "new" leaf compost recycling program via a Patriot's Day Parade float. The committee also works to continually keep citizens informed through direct

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mailings and newspaper articles. The committee is thankful for the creative talents of Arlington resident Susan Cohen, who volunteered her time to work with the committee in the design and production of numerous direct mail brochures. The Arlington Recycling Committee is deeply indebted to Ms. Cohen for her truly professional approach in these efforts.

The Committee wishes to thank, in addition to those previously named, the Town Manager and the Public Works Director for their continuous active support on behalf of the goals of the Arlington Recycling Committee. The committee also wishes to acknowledge the cooperation and support of town merchants who stocked the appropriate recyclable paper bags for use in the leaf composting program. And, once again, the Arlington Recycling Committee extends their deep appreciation to the residents of Arlington for their unwavering dedication to recycling, as exemplified by their continuous, high participation rates.

Arlington Household Hazardous Waste Committee

The Arlington Household Hazardous Waste Committee (AHHWC), jointly sponsored by the League of Women Voters and the First Parish Unitarian-Universalist of Arlington, conducts education programs explaining the dangers of household toxics and manages collections of hazardous household products like pesticides and oil-base paints. In 1991 Arlington was fortunate to participate in a pilot test of regional household hazardous waste collection. The test was managed by the Massachusetts Water Resources Authority (MWRA) using federal funding. The committee drafted Arlington's application to the MWRA to be the collection site and, when Somerville was selected as the regional site for Arlington, Somerville, Watertown, Medford, Malden, and

Belmont, publicized the collection in Arlington and worked at the collection site. Arlington led participation in the regional collection, according to MWRA figures. Over 350 cars, or 24% of the total, went from Arlington, to the regional collection site at the Somerville Public Works yard by Trum field. The pilot collection was intended to determine if people would participate in regional, as opposed to single town, hazardous waste collections. Not only was participation high, but collection on a regional basis cost over \$63 less per Arlington participant than did the last similar Arlington collection. Two hundred eighty-nine barrels of hazardous waste were collected at a total cost of \$98,000. Had the collection been conducted by individual towns at the cost per participant of the last similar Arlington collection, it would have cost over \$197,000. Based on the success of the regional collection and its cost effectiveness, the committee will try to conduct future hazardous waste collections with other communities. The next collection is tentatively planned for fall.

The committee was active at Town Day, passing out information on substitutes for household toxic material and publicizing the regional collection.

Police Division

Criminal Investigation

In 1991, the Criminal Investigation Bureau (CIB) experienced the full impact of the computer. The computer's ability to supply instantaneous access to a huge quantity of information has made it an invaluable tool. It has provided the bureau with investigative information relating to crime patterns, modus operandi, criminal associates, and criminal identification.

With the number of house breaks, the policy of the Criminal Investigation Bureau is to search for latent finger prints. Utilizing the Automatic Fingerprint Identification System (AFIS), operated by personnel from the Massachusetts State Bureau of Identification and the Massachusetts State Police, the bureau has successfully identified, arrested and prosecuted several of the perpetrators.

fraudulent credit card users and the collection of evidence related to house breaks.

The personnel assigned to the bureau are motivated to keep abreast of current crime trends and to utilize modern methods and skills to combat crime in the Town of Arlington. In addition to receiving annual training at the Massachusetts Criminal Justice Training Council, police inspectors have attended schools for narcotics investigation, photography, and fingerprinting. They also attended seminars on child abuse, intelligence gathering, and drug smuggling, financial fraud and bunco schemes, and criminal gang activity in cities and towns. Members of the bureau attend monthly meetings of the Greater Boston Detective Association, which provides for the sharing of information on criminal activity and arrests within this regional area. The results have been an outstanding success.

One priority for 1992 will be to alert the community to house breaks within the town. Some of these crimes are solved through diligent investigation, but it is anticipated that once the citizens are aware of the problem, they will become more involved and supportive of the coordinated effort of the police and community to combat this crime.

Drug Enforcement

The year 1991 represents the fourth year of operation of the Police Services Drug Control Unit. The drug unit is a member of a local Community Impact Coalition, funded in part by federal grants administered by the Massachusetts Criminal Justice Council. Member agencies of the coalition operate cooperatively in and around Arlington to enforce narcotic laws. Arlington benefits from membership in the coalition through sharing of manpower, equipment and information; all vital to effective narcotics enforcement.

During 1991, particular emphasis was placed on investigations in public housing areas, school areas and in the public work place. A number of

significant arrests and convictions resulted from the effort and led to a diminished presence of drugs and drug dealers in the targeted areas. At the same time, it is recognized that, despite the success of the effort, drug problems continue to present themselves in those areas. It is expected that 1992 will find enforcement efforts in those areas to be a priority.

A second priority of the unit will be in the schools. The unit plans to intensify enforcement within the school zones and to expand an already growing level of cooperation and coordination with school authorities.

Community input is important in the fight against drug abuse and the drug unit urges all citizens with questions or concerns to contact them at 646-1865.

Juvenile Division

This year continued to challenge the Juvenile Division on both the state and local level. The Commonwealth, in an effort to comply with federal mandates, continues to refine the detention policies for juvenile offenders. To this end, Inspector James Allen has produced several papers on the subject. These comprehensive studies and views were presented at various Legislative Committee meetings and Inspector Allen spoke on the subject before the Massachusetts Bar Association meeting at Northeastern University in October. It is anticipated that a statewide policy for dealing with juvenile offenders will soon be in place using the Mystic Valley (Arlington) Program as its model.

On the local level, close ties with the Department of Social Services, Department of Youth Services, the Office for Children, and the Middlesex District Attorney's Child Service Unit continues to provide effective and compassionate service to the youths of the community.

Safety

To provide quality service to the residents of the community, the Safety Officer attended several programs, including sessions dealing with the

CRIMES IN ARLINGTON

	<u>1989</u>	<u>1990</u>	<u>1991</u>
Murder/			
Manslaughter	1	0	0
Rape	3	3	3
Robbery	15	17	12
Aggravated Assault	14	59	137
Burglary	191	175	249
Larceny	484	497	456
Vehicle Theft	129	107	119
TOTAL	837	858	977

MOTOR VEHICLE ACCIDENTS

	<u>1989</u>	<u>1990</u>	<u>1991</u>
Fatal	1	3	0
With Injury	237	171	162
Without Injury	440	520	441
TOTAL	678	691	603

Experience has established that investigations of credit card crimes is a proper function of police. A new opportunity for criminal activity has emerged with the wide use of credit cards. Consequently, investigations of this nature resulted in the arrest of the

COMMUNITY SAFETY



Arlington School Traffic Supervisors, 1991-1992.

Photo by R. Scott Raynovich, courtesy of the Arlington Advocate.

Governor's Alliance on Drugs, the Massachusetts Passenger Safety Campaign, the Massachusetts Traffic Supervisor's General Assembly, and the Massachusetts Criminal Justice Training program for police officers.

A certificate of completion was presented to Officer McKenna for his role in the Child Assault Prevention Project sponsored by the Judge Baker Children's Center, Mass/Capp. This is a program designed to teach children that they have a right to be safe, strong and free.

The Safety Program was presented to diverse groups in 1991 ranging from pre-schoolers to senior citizens. Many issues were discussed ranging from child passenger safety and pedestrian and traffic safety, to drug awareness and child assault prevention. The Safety Section participated in several community activities during 1991, such as Parents' Night and the Students Against Driving Drunk (SADD) special assembly, sponsored by the Council on Alcohol and Drug Education, Town Day 1991, and the Patriot's Day Parade.

Businesses and organizations have continued to support the Safety Program by providing funding for materials to help in increasing safety awareness. The

Safety Officer would like to express appreciation to the Kiwanis Club, the American Legion Post 39, the Arlington Patrolmen's Betterment Association, Arlex Oil, and the Arlington Municipal Federal Credit Union for their continuing support.

The Arlington School Traffic Supervisors continue to do an outstanding job protecting our most valuable resource, our children, as they travel to and from school. There was a significant reduction in traffic accidents and there were no fatalities resulting from either vehicular or pedestrian accidents.

Communications/E911

In December 1990, Massachusetts enacted a comprehensive piece of legislation that provides for a statewide Enhanced 911 telephone service. Revenues from a new Directory Assistance Charging Plan will provide the funds needed for the Enhanced 911 system. By December 11, 1991, each city and town must have accepted the E-911 legislation in order to receive the installation and maintenance of the E-911 system at no cost to the town. At the April 29, 1991 Town Meeting, Article 74 passed authorizing the Town

to accept the Enhanced 911 telephone service.

The Enhanced 911 system will save valuable time in emergency situations when the caller is unable or does not know the location of an emergency. When the dispatcher at the Community Safety Building receives a call on the E-911 line, the name, address, telephone number and any other special information about the location is displayed on a computer screen at the Dispatch Center. If the caller is unable to provide the address because of age, sickness, or emotional state, the dispatcher can use the displayed information to dispatch emergency personnel and equipment.

The Police Services Division has been working closely with New England Telephone for a speedy and successful implementation of the Enhanced 911 system. New England Telephone has sent Arlington its Master Street Address Guide. This is a computer generated list of all the street addresses the telephone company has in its database of Arlington. The Police Division reviewed this list, made corrections that were necessary and submitted it to the telephone company. The telephone company is now in the process of entering these corrections in their computer database.

Fire Services Division

The Fire Services responded to 3,316 incidents in 1991. This number fluctuated by only thirteen runs from the previous year. Of the 3,316 incidents, 1,384 were related to medical/rescue, the remainder of the incidents are shown in the accompanying chart.

It is our goal in the Fire Services to keep equipment updated, and to meet national and/or state standards in training both in Fire Suppression and Emergency Services.

Training

The Training Division was able to have the MBTA Rapid Transit Surface Lines give an extensive presentation to

FIRE SERVICES INCIDENTS

Smoke Conditions & Structure Fires	240
Refuse and Brush	219
Vehicle Fires	40
Hazardous Conditions	231
Service Calls	307
System Malfunction	376
Good Intent Calls	105
False Calls	169
Overpressure/Rupture	8
Mutual Aid Given	42
Miscellaneous	195

Fire Service Personnel on bus emergencies.

This training had to be done in small groups. Eight individual training sessions were necessary. Training covered extrication, bus safety, and emergency shut offs. At the end of the eight sessions the Training Division was able to arrange a surprise mock accident between two MBTA buses at the skating rink parking lot Summer Street. In the mock disaster emergency vehicles from Arlington, Cambridge, Winchester, Lexington, Belmont, Armstrong Ambulance, Civil Defense, and the Arlington Police Department responded with more than a dozen Fire Department vehicles, ten ambulances, and fifty emergency personnel.

Other agencies that participated in the drill were the Housing For The Elderly, North Suburban Medical Consortium, Arlington Recreation Department, Winchester Hospital, and Symmes Hospital where the majority of the victims were taken.

This test exercise arranged by the training division enabled the Fire Service to gauge the departments and the North Suburban Medical Consortium's Mass Casualty Incident Standard Operating Procedure's ability to respond to a large scale emergency incident. The Fire Service was able to defuse the emergency; and medically triage, treat, and transport eighteen victims with an assortment of braces and



Firefighters extricating victims at mock MBTA bus accident at Veteran's Memorial Skating Rink on January 15, 1991. Photo by Robert Sweeny.

equipment to Symmes Hospital.

Another MBTA training drill was held at the Alewife Train Station. This training exercise involved training for underground train emergencies.

Two months of training was scheduled for the recertification of the Department's Emergency Medical Technicians (EMT's). Recertification requires twenty hours over a two year period. During the time scheduled for EMT recertification the Training Division incorporated some of the state's mandated First Responder training leaving less mandated training for next year.

The Training Division was able to reschedule foam training at Logan Airport at their new facility to practice on live fuel fire spills. Five training sessions were scheduled.

The Training Division coordinated: Four, sixteen hour courses on car extrication, hazardous material decontamination (interface with Metro Hazardous Material Team); two field programs for the Mass Fire Academy on pumps and hydraulics, driver's training, performance evolutions, CPR recertification, boat drill, radio procedures, one month of hydrant

inspections, ladder drill, self contained breathing apparatus (SCBA) drill, inventory, Mass Casualty Incident training, and hose testing. The Training Division Officer, Captain Cayton was able to go to the Mass Fire Academy for a Train the Trainer program in Hazardous Materials First Responder Operational course. This will enable him to present the training next year to meet our mandated training in hazardous materials.

The Training Division has been involved in developing, and reviewing applications from the computer software company, QED, to be placed in service in 1992.

The Training Division was able to coordinated with the Board of Health to keep the Hepatitis B Vaccine program going for new firefighters and for the fire personnel who participated in the first program offered by the Mass General Hospital.

The Training Division was fortunate to have in-service training with several guest lecturers such as; Owen Carrigan for Legal Aspects, MBTA, Mass Fire Academy, Akron Brass, and Claire Smith from the Arlington Retirement Board.

COMMUNITY SAFETY

Fire Prevention

Fire Prevention is a twenty-four hour a day, seven days a week function. The prevention of fire is not just restricted to the business community, it also applies to every home in the town where the greatest loss of life occurs. This function is done not only by the Fire Prevention Division but by all the uniformed members in the Fire Services.

The fire fighting personnel of the Fire Services managed to inspect 141 occupancies for oil burners or oil tank replacements along with 535 homes and apartments for smoke detectors. These inspections are conducted along with their regular duties.

The Fire Prevention Division inspects theaters, clubs, car dealers (new and used), and any business that does any kind of cooking. These businesses are inspected to make sure that they conform to the laws governing fire safety and they practice good fire prevention.

The Fire Prevention Division is also responsible for the issuing of permits for blasting, installing oil burners and tanks, for smoke detectors, removal of underground tanks and is involved in anything of a hazardous nature. Fire Prevention also maintains records of locations that require these permits or inspections.

The Fire Prevention Division issued over 700 permits that generated \$8,630 in fees and Master Box charges generated \$17,000 in addition to fees charged for Rescue services.

Fire Prevention meets with contractors that are erecting new construction or modifying the old to make sure that these buildings conform to the Fire Safety Codes. The division also keeps records of all Fire Department runs which includes the recording and billing of 1,384 rescue runs.

Due to the illness of Deputy Chief Canniff in May of 1991 the Training Officer functioned as the Fire Prevention Officer.

Retirements and Recognitions

The Arlington Kiwanis recognized Firefighter Paul Herald as firefighter of the year for his dedication of service.

Four individuals retired from the department this past year. They include Lieutenant Albert Horsman with over twenty-three years of service; Firefighter Paul Rubenskaskas with over thirty-one years of service; Firefighter Donald Kelchner, and Firefighter Donald O'Brien both with twenty-five years of service. Firefighter Michael Walsh was promoted to Lieutenant and the department welcomed six new firefighters to its ranks. The department would also like to recognize three retired individuals who passed away this past year: former Deputy Chief Daniel Campobasso, former Firefighter Edward Farrell, and former Firefighter Daniel O'Brien.

Inspections Division

The Inspections Division of the Department of Community Safety has the responsibility for the enforcement of the Massachusetts State Building Code and the Town of Arlington Zoning By-laws. The department's responsibilities entail the inspection of all buildings, construction and renovations.

The Inspections Division issued 627 Building Permits, 391 Plumbing Permits, 412 Gas Permits, and 564 Wire Permits. For each permit issued, one or more inspections are required by the appropriate inspector. The building permits issued total \$10.2 million in construction costs. The fees collected for the issuing of said permits totaled \$122,188. In spite of the current economic conditions, this department issued fifty-seven more building permits than in 1990.

The staff consists of the Inspector of Buildings, Inspector of Plumbing/Gas/Local Building Inspector, Inspector of Wires/Local Building Inspector, and one Principal Clerk. In

addition to the usual department work, the Inspections Division continues to serve in its advisory capacity to assist citizens, boards, commissions, and other town departments.

Auxiliary Fire/Civil Defense

The Arlington Auxiliary Fire Department donated 995 hours to the town in 1991. These hours were donated by performing regular and special details, reconditioning equipment, assisting Civil Defense personnel, assisting civil defense during Hurricane "Bob", and participation in the Mass Casualty incident.

Lighting Unit #1 was used for 105 generator hours in 1991. This unit has previously been used for 1,325 generator hours. Lighting Unit #2 was used for 12 generator hours in 1991. A new replacement 20 KW generator is being fitted for installation on Lighting Unit #1. Civil Defense used the generator for the community a total of forty-seven hours.

The Arlington Auxiliary Fire Department performed numerous special details during 1991. Details included such things as parades, incident command exercises, seminars, water main breaks, public addresses, lighting, and power. These details are in addition to performing regular duty times.

TOWN MEETING MEMBERS - As of December 31, 1991

Precinct 1		Precinct 5	
	Term Expires		Term Expires
Leroyer, Ann, 77 Sunnyside Avenue	1994	Davidson, Florence E., 82 Beacon Street	1994
O'Brien, Roberta J., 73 Decatur Street	1994	Preston, Donna, 16 Ernest Road	1994
Phelps, Erin, 69 Sunnyside Avenue	1993	St. Martin, Wilfred J., Jr., 155 Palmer Street	1994
Valeri, Diane M., 7 Wheaton Road	1993	Strelis, John A., 24 Exeter Street	1994
Valeri, Robert V., 7 Wheaton Road	1993	Koenig, Glenn C., 26 Park Street	1993
Beggy, Carol A., 12 Patrick Street	1992	Rocha, Natalie, 23 Exeter Street	1993
Chinal, Helen E., 17 Fremont Court	1992	Rogers, William F., 19 Exeter Street	1993
Mimran, Wendy A., 259 Broadway	1992	DuBois, Abigail, 83 Park Street	1992
O'Toole, Bridget A., 12 Patrick Street	1992	Harris, Patricia A., 250 Mystic Valley Parkway	1992
Ronayne, Anne, 33 Fremont Court	1992	Sullivan, Denis J., 41 Cornell Street	1992
Precinct 2		Precinct 6	
Carabello, Joseph P., Jr., 156 Lake Street	1994	Burke, Julia A., 96 Orvis Circle	1994
Carey, William A., Jr., 155 Lake Street	1994	Carney, John F., 54 Orvis Road	1994
Donahue, John P., 63 Eliot Road	1994	Meyer, Herbert M., 276 Massachusetts Avenue	1994
Fiore, Elsie C., 58 Mott Street	1994	Murray, Richard B., 38 Marion Road	1994
Cella, Augustine R., 99 Spy Pond Parkway	1993	Cavicchi, Mark R., 21A Newcomb Street	1993
Fraser, MacKay, 23 Sheraton Park	1993	Fernandez, Patricia C., 11 Orvis Road	1993
Hurd, John W., 28 Colonial Drive	1993	Robinson, Marjorie L., 9 Belknap Street	1993
Keefe, Joseph G., Jr., 32 Eliot Road	1993	Wetherbee, Neil F., 11 Orvis Road	1993
Ardagna, William, 24 Pondview Road	1992	Elgood, Frances D., 20 Whittemore Street	1992
Cella, Steven, 99 Spy Pond Parkway	1992	McMullin, Lorraine M., 65 Freeman Street	1992
Poor, Bancroft R., 30 Brooks Avenue	1992	Offen, Elizabeth N., 65 Freeman Street	1992
Stankiewicz, Jacob J., Jr., 139 Lake Street	1992	Whetstone, Stephen D., 38 Lombard Terrace	1992
Precinct 3		Precinct 7	
Barrett, William Holt, 16 Cleveland Street	1994	Ferraro, James K., 24 Grafton Street	1994
Langley, Paul F., 20 Trowbridge Street	1994	Ferraro, Matthew J., 24 Grafton Street	1994
Wiseman, Daniel F., 35 Marathon Street	1994	Polidori, John P., 46 Harlow Street	1994
Atlas, Joan L., 10 Cleveland Street	1993	Tobin, Daniel J., 70 Harlow Street	1994
Healy, Margaret Anne, 28 Henderson Street	1993	Gatto, Mary R., 32 Everett Street	1993
Tosti, Allan, 38 Teel Street	1993	Geary, Timothy, 5 Wyman Street	1993
Wallach, Jonathan, 85 Oxford Street	1993	Kennedy, William J., 18 Webster Street	1993
Boschi, Osmano, 51 Winter Street	1992	Tobin, Margaret E., 70 Harlow Street	1993
Hayward, William F., 68 Cleveland Street	1992	DeSantis, Michael, 19 Adams Street	1992
Horn, Lorraine B., 27 Cleveland Street	1992	Geary, Maryellen, 5 Wyman Street	1992
McCluskey, Lynne, 2 Memorial Way	1992	Geary, Thomas F., II, 5 Wyman Street	1992
Prior, Michael J., 63 Marathon Street	1992	Judd, Lyman G., Jr., 79 Harlow Street	1992
Precinct 4		Precinct 8	
Balfe, John J., III, 17 Melrose Street	1994	Berkowitz, William R., 12 Pelham Terrace	1994
Holman, Susan Kenney, 7 Melrose Street	1994	Foskett, Charles T., 101 Brantwood Road	1994
Laite, George, 25 Lafayette Street	1994	Jones, Bernice K., 21 Kensington Road	1994
Maltz, Susan Burns, 114 Thorndike Street	1994	Worden, John L., III, 27 Jason Street	1994
Candow, Elizabeth R., 3 Lafayette Street	1993	Gearin, John J., 44 Kensington Road	1993
Scoppettuolo, Robert P., 27 Magnolia Street	1993	Nelson, Andrew A., 32 Devereaux Street	1993
Williams, David L., 53A Magnolia Street	1993	Warren, Phyllis, 190 Pleasant Street	1993
Allen, Gary C., 95 Varnum Street	1992	Bohn, Judith T., 38 Academy Street	1992
Dumyahn, Thomas S., 13 Melrose Street	1992	Gagnon, Gerard J., 16 Irving Street	1992
Gervais, Robert A., 19 Boulevard Road	1992	Smith, Lawrence S., 24 Jason Street	1992
Holman, Lee P., 7 Melrose Street	1992	Tulimieri, Joseph F., 27 Hillsdale Road	1992
Quible, Bruce F., 35A Magnolia Street	1992		

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Precinct 9

	Term Expires
Herlihy, Robert E., 51 Maynard Street	1994
Hyland, William C., Jr., 54 Webcowet Road	1994
Murphy, Edward W., Jr., 31 Sherborn Street	1994
Towle, Norman C., 22 Franklin Street	1994
Buzzell, Bernardine C., 15 Russell Street	1993
Hallee, Pauline Y., 47 Maynard Street	1993
Hurd, Franklin W., Jr., 10 Newton Road	1993
Towle, William F., 22 Franklin Street	1993
Fabian, Ken, 78 Webcowet Road	1992
Fiore, Peter J., 40 Maynard Street	1992
Hallee, Jerome P., 47 Maynard Street	1992
Hurd, Joan E., 10 Newton Road	1992

Precinct 10

Howard, Peter B., 12 Woodland Street	1994
LaPlante, Richard L., 209 Jason Street	1994
Moisakis, Stephanie C., 271 Highland Avenue	1994
Shea, William E., 9 Lincoln Street	1994
Bonzagni, Frank V., 89 Churchill Avenue	1993
Collins, Janet A., 179 Jason Street	1993
Makredes, Gary G., 41 Churchill Avenue	1993
Spengler, Margaret H., 189 Jason Street	1993
Fennelly, Paul F., 97 Gray Street	1992
Higgins, Nancy G., 86 High Haith Road	1992
Howard, Jane L., 12 Woodland Street	1992
Quinn, Rita M., 205 Jason Street	1992

Precinct 11

Barry, Evelyn C., 40 Davis Avenue	1994
Feeley, Mark J., 25 Baker Road	1994
Kelly, Dorothy T., 67 Cutter Hill Road	1994
Kocur, George, 24 Ridge Street	1994
Faulkner, F. Barrett, II, 38 Kimball Road	1993
Janett, Gwenwyn M., 65 Richfield Road	1993
Maytum, Claire E., 25 Ridge Street	1993
O'Brien, Richard C., 94 Stowecroft Road	1993
Gentili, Carolyn B., 65 Oak Hill Drive	1992
Hayes, Charles W., 31 Johnson Road	1992
Purcell, Daniel A., 90 Stowecroft Road	1992
Walsh, Fraser, 69 Oak Hill Drive	1992

Precinct 12

Carmody, Jennifer Kerins, 143 Scituate Street	1994
McInnes, Robert G., 7 Gray Circle	1994
Megson, Mary, 24 Coolidge Road	1994
Musselman, Steven E., 18 Grand View Road	1994
Vandenheuvel, Cathy L., 11 Pine Ridge Road	1993
Wheltle, R. Bruce, 94 Coolidge Road	1993
Chaput, Roland E., 74 Grand View Road	1992
Griffin, John J., 23 Central Street	1992
Keefe, Michael J., 40 Hawthorne Avenue	1992
Loria, Patricia M., 71 Glenburn Road	1992
Simmons, Carolyn E., 789 Concord Turnpike	1992
Thrope, Martin, 348 Gray Street	1992

Precinct 13

	Term Expires
Baron, Sheri A., 70 Columbia Road	1994
Deyst, Maryanne, 26 Upland Road West	1994
Gavin, Margaret, 36 Upland Road	1994
Gilligan, Stephen J., 77 Falmouth Road	1994
Denning, Donald R., Jr., 64 Morningside Drive	1993
Deyst, John J., Jr., 26 Upland Road West	1993
McCarthy, Philip J., 156 Crosby Street	1993
Taglieri, Catherine A., 22 Bradley Road	1993
Boudreau, Gregory G., 11 Arrowhead Lane	1992
Candura, Joseph V., 34 Old Middlesex Path	1992
Falwell, Thomas W., 25 Falmouth Road	1992
Gazza, Angela, 29 Old Colony Road	1992

Precinct 14

Blodgett, Janet W., 18 Oakland Avenue	1994
Cremens, Doris M., 64 Mount Vernon Street	1994
Dunlap, John, 293 Gray Street	1994
Geanakakis, Gayle, 66 Menotomy Road	1994
Geanakakis, David C., 66 Menotomy Road	1993
Habib, Teresa Walsh, 27 Farmer Road	1993
Reid, Martin E., 69 Highland Avenue	1993
Rober, Clifford E., 33 Walnut Street	1993
Campbell, Murdena A., 6 Revere Street	1992
Galley, Stuart W., 285 Gray Street	1992
Macauley, Robert C., 55 Mount Vernon Street	1992
Tarantino, Michael F., 2 Newport Street	1992

Precinct 15

Fanning, Richard C., 57 Yerxa Road	1994
Kaplan, Alan N., 24 Greeley Circle	1994
Mahoney, Edmund R., 24 Fabyan Street	1994
Nigro, Ronald A., 115 Ronald Road	1994
Barinelli, Joseph T., 124 Winchester Road	1993
Donovan, William J., Jr., 115 Hemlock Street	1993
Flaherty, Peter G., II, 149 Woodside Lane	1993
McKenney, James H., 59 Epping Street	1993
Chamallas, Charles, 41 Candia Street	1992
Normile, Martin, 125 Overlook Road	1992
Normile, Roberta, 125 Overlook Road	1992

Precinct 16

Colwell, Kathleen G., 60 Claremont Avenue	1994
Rehrig, Brian H., 283 Appleton Street	1994
Sandrelli, Donald A., 177 Park Avenue	1994
Dwyer, Stephen D., 127 Wachusett Avenue	1993
Greeley, Brian R., 3 Ely Road	1993
O'Neill, Daniel M., 287 Appleton Street	1993
Phelps, Richard S., 77 Oakland Avenue	1993
Anglin, Barbara J., 14 Mott Street	1992
Bennett, Coburn, 141 Hillside Avenue	1992
Curren, David B., 251 Wachusett Avenue	1992
Greeley, Kevin F., 3 Ely Road	1992
Phelps, Judith Ann, 77 Oakland Avenue	1992

Precinct 17	Term Expires
Mazmanian, Zavan, 1077 Massachusetts Avenue	1994
Sennott, Frederick J., Jr., 10 Brattle Street	1994
Banks, Joan L., 65 Brattle Street	1993
Leigh, Robert E., 77 Forest Street	1993
Liang, Mabel, 77 Forest Street	1992
Mazzone, Jan E., 32 Laurel Street	1992
Smith, Richard E., 38 Washington Street	1992

Precinct 18	Term Expires
Galluccio, Joseph, 72 Browning Road	1994
Kenney, William J., Jr., 143 Waverley Street	1994
Ronan, Mary I., 1 Brewster Road	1994
Vann, John H., 210 Florence Avenue	1994
Garrity, Mary F., 27 Avola Street	1993
Reedy, Allen W., 153 Renfrew Street	1993
Barber, Harry, 12 Shelley Road	1992
Buckley, George D., 164 Renfrew Street	1992
Ford, William J., 6 Mayflower Road	1992
Hodyke, Andrew, 234 Oakland Avenue	1992
Kelley, Frederick W., 376 Appleton Street	1992
Lederer, Bruce D., 57 Piedmont Street	1992

Precinct 19	Term Expires
Greco, Lawrence C., 20 Dodge Street	1994
Grossman, Irwin, 15 Philemon Street	1994
Olsen, Linda K., 89 Wright Street	1994
Olsen, Paul E., 89 Wright Street	1994
Deal, Patricia M., 9 Ronald Road	1993
Wright, Patricia A., 125 Newland Road	1993
Dolan, Michael J., 121 Thesda Street	1992
French, Bryan A., 55 Overlook Road	1992
French, Jean E., 55 Overlook Road	1992
Kurth, Bruce E., 615 Summer Street	1992
Taber, William H., 35 Overlook Road	1992

Precinct 20	Term Expires
Coffey, Robert J., 35 Dundee Road	1994
Looney, Margaret Rosella, 23 Richardson Avenue	1994
Corman, Lois, 57 Hibbert Street	1993
Heath, Gregory B., 80 Williams Street	1993
Tarantino, Patricia M., 26 Peck Avenue	1993
Tosi, Robert L., Jr., 14 Inverness Road	1993
Baker, Linda B., 14 Peck Avenue	1992
Chachich, Alan, 25 Richardson Avenue	1992
Cronin, William E., Jr., 10 Daniels Street	1992
Muldoon, Patricia, 67 Smith Street	1992
Ricciotti, Diane M., 6 Crescent Hill Avenue	1992
Slonaker, Paul E., 17 Tanager Street	1992

Precinct 21	Term Expires
Carrigan, Owen R., 85 Sunset Road	1994
Kirkpatrick, Patty I., 31 Crescent Hill Avenue	1994
McCabe, Harry P., 92 Madison Avenue	1994
Scott, Martha I., 90 Alpine Street	1994
Berzins, Ilmars, 16 West Court Terrace	1993
Elliott, Melody, 156 Lowell Street	1993
Ginivisian, George P., 42 Summit Street	1993
Sternbergh, Lynn, 19 Westmoreland Avenue	1993
Carrigan, Andrew, 85 Sunset Road	1992
Mahoney, John, 35 Newland Road	1992
Phillips, Walter C., 2 Crescent Hill Avenue	1992
Vorce, Andrew V., 1 Gilboa Road	1992

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TOWN MEETING REPORTS

ANNUAL TOWN MEETING - April 22 - June 17, 1991

Note: The following reports of actions taken on Articles contained in the Warrant for the Annual Town Meeting are condensed from the official records and indicate actions which bind the town. For information relating to precise wording of each article, including method of raising money appropriated, the reader is referred to the official records in the Office of the Town Clerk.

<u>Session</u>	<u>Date</u>	<u>Total Members</u>	<u>Members Present</u>	<u>Percentage Present</u>
1st	4/22/91	242	193	80%
2nd	4/24/91	245	189	78%
3rd	4/29/91	246	194	79%
4th	5/01/91	246	185	75%
5th	5/06/91	244	188	77%
6th	5/08/91	244	175	72%
7th	5/13/91	245	174	71%
8th	6/10/91	245	177	72%
9th	6/12/91	245	168	69%
*10th	6/17/91	245	154	63%

* Dissolved

Average -- 73.6%

ARTICLE 1.

ANNUAL TOWN ELECTION. MARCH 2, 1991. (Reported elsewhere in Town Report under "Voting Results").

ARTICLE 2.

APPOINTMENT OF MEASURERS OF WOOD AND BARK. VOTED (Unanimously): April 22, 1991.

ARTICLE 3.

REPORT OF COMMITTEES. Received. April 22, 1991.

ARTICLE 4.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 176 in the affirmative, 2 in the negative): April 22, 1991.

ARTICLE 5.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 169 in the affirmative, 4 in the negative): April 22, 1991.

ARTICLE 6.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 164 in the affirmative, 4 in the negative): April 22, 1991.

ARTICLE 7.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 145 in the affirmative, 4 in the negative): April 22, 1991.

ARTICLE 8.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 156 in the affirmative, 1 in the negative): April 22, 1991.

ARTICLE 9.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 151 in the affirmative, 0 in the negative): April 22, 1991.

ARTICLE 10.

ZONING BYLAW CHANGE. VOTED (Standing Vote, 138 in the affirmative, 5 in the negative): April 22, 1991.

ARTICLE 11.

ZONING - CONCERNING NON-CRIMINAL PENALTY FOR VIOLATIONS. VOTED (Standing Vote, 130 in the affirmative, 35 in the negative): April 24, 1991.

ARTICLE 12.

ZONING - CONCERNING SPECIAL PERMIT GRANTING AUTHORITIES. VOTED (Standing Vote, 162 in the affirmative, 1 in the negative): April 24, 1991.

ARTICLE 13.

CONCERNING BED AND BREAKFASTS. VOTED (Standing Vote, 112 in the affirmative, 8 in the negative): April 29, 1991.

ARTICLE 14.

ZONING. VOTED (Standing Vote, 143 in the affirmative, 23 in the negative): April 24, 1991.

ARTICLE 15.

ZONING - RO - LARGE LOT SINGLE-FAMILY DISTRICT. VOTED (Standing Vote, 125 in the affirmative, 57 in the negative): April 29, 1991.

ARTICLE 16.

ACQUISITION OF LAND. VOTED (Standing Vote, 141 in the affirmative, 0 in the negative): May 8, 1991.

ARTICLE 17.

ACQUISITION OF LAND. VOTED (Standing Vote, 149 in the affirmative, 0 in the negative): May 8, 1991.

ARTICLE 18.

TRANSFER OF LAND. VOTED (Standing Vote, 144 in the affirmative, 1 in the negative): April 29, 1991.

ARTICLE 19.

ACQUISITION OF LAND. VOTED (Standing Vote, 152 in the affirmative, 0 in the negative): May 8, 1991.

ARTICLE 20.

TAX TITLE - LAND TRANSFER. VOTED (Standing Vote, 142 in the affirmative, 0 in the negative): April 29, 1991.

ARTICLE 21.

HISTORIC DISTRICT - BROADWAY. VOTED (Standing Vote, 135 in the affirmative, 0 in the negative): April 29, 1991.

ARTICLE 22.

HISTORIC DISTRICT - PLEASANT STREET. VOTED (Standing Vote, 138 in the affirmative, 0 in the negative): April 29, 1991.

ARTICLE 23.

HISTORIC DISTRICT - MOUNT GILBOA/CRESCENT HILL. VOTED (Standing Vote, 103 in the affirmative, 16 in the negative): April 29, 1991.

ARTICLE 24.

HISTORIC DISTRICT - PLEASANT STREET. VOTED No Action (Unanimously): May 1, 1991.

ARTICLE 25.

QUESTION 5 - MESSAGE TO TOWN LEGISLATORS. VOTED: May 1, 1991.

ARTICLE 26.

ACCEPTANCE OF LEGISLATION - DEFERRAL OF WATER CHARGES. VOTED: May 1, 1991.

ARTICLE 27.

ACCEPTANCE OF LEGISLATION - PENSION ADJUSTMENTS FOR RETIREES. VOTED (Unanimously): May 1, 1991.

ARTICLE 28.

PENSION ADJUSTMENTS FOR RETIREES. VOTED (Unanimously): May 1, 1991.

ARTICLE 29.

ACCEPTANCE OF LEGISLATION - PUBLIC SERVICE BEYOND AGE SEVENTY. VOTED (Unanimously): May 1, 1991.

ARTICLE 30.

ACCEPTANCE OF LEGISLATION - SMOKE DETECTORS. VOTED No Action: May 1, 1991.

ARTICLE 31.

ACCEPTANCE OF LEGISLATION - SPRINKLERS. VOTED No Action: May 1, 1991.

ARTICLE 32.

BYLAW CHANGE - COMPTROLLER. VOTED No Action: May 1, 1991.

ARTICLE 33.

AMENDMENT - TOWN MANAGER ACT. VOTED No Action: May 1, 1991.

ARTICLE 34.

ESTABLISH NON-PROFIT EDUCATION FUND. VOTED No Action: May 1, 1991.

ARTICLE 35.

BYLAW CHANGE - LEAVES AND YARD WASTE. VOTED: May 1, 1991.

ARTICLE 36.

ACCEPTANCE OF LEGISLATION - AGE LIMIT FOR FIRE AND POLICE. VOTED No Action: May 1, 1991.

ARTICLE 37.

BYLAW REVISION - FOOD STORE HOURS. VOTED No Action: May 1, 1991.

ARTICLE 38.

PROPOSED REDUCTION OF MEMBERS OF SCHOOL COMMITTEE. VOTED No Action: May 6, 1991.

ARTICLE 39.

BYLAW CHANGE - ARTICLE 7A. Repealed and Deleted: May 6, 1991.

ARTICLE 40.

BYLAW CHANGE. VOTED: May 8, 1991.

ARTICLE 41.

AMENDMENT OF CLASSIFICATION PLAN. VOTED: June 17, 1991.

ARTICLE 42.

680 COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 43.

PATROLMEN'S COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

LEGISLATIVE

ARTICLE 44.

RANKING OFFICERS - POLICE COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 45.

1297 FIREFIGHTERS' COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 46.

LIBRARY PROFESSIONALS - COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 47.

NAGE COLLECTIVE BARGAINING. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 48.

M SCHEDULE AND NON-UNION EMPLOYEES. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 49.

BYLAW CHANGE - M SCHEDULE. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 50.

SALARY ADJUSTMENT - TOWN CLERK. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 51.

LEGAL FUND EXPENSES. VOTED (Unanimously): May 6, 1991.

ARTICLE 52.

UNEMPLOYMENT COMPENSATION. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 53.

OUT-OF-STATE-TRAVEL. VOTED: May 6, 1991.

ARTICLE 54.

BUDGET. See separate Budget Section in this Annual Report.

ARTICLE 55.

ACQUISITION OF CAPITAL EQUIPMENT. VOTED: June 17, 1991.

ARTICLE 56.

ACQUISITION OF CAPITAL EQUIPMENT. VOTED No Action (Unanimously): May 6, 1991.

ARTICLE 57.

REVIEW OF CDBG PROGRAM. VOTED: June 17, 1991.

ARTICLE 58.

AUTHORITY TO FILE FOR GRANTS. VOTED: May 13, 1991.

ARTICLE 59.

FUNDING SHORTFALL - SCHOOL BUDGET - SPECIAL EDUCATION. VOTED No Action (Unanimously): May 13, 1991.

ARTICLE 60.

APPROPRIATION - CAPITAL PLANNING COMMITTEE. VOTED No Action (Unanimously): May 13, 1991.

ARTICLE 61.

FUNDING SHORTFALL - SCHOOL BUDGET ENERGY COSTS. VOTED No Action (Unanimously): May 13, 1991.

ARTICLE 62.

APPROPRIATION - MINUTEMAN SCHOOL. VOTED (Unanimously): June 17, 1991.

ARTICLE 63.

TRANSFER OF FUNDS - CONSERVATION COMMITTEE. VOTED (Unanimously): May 13, 1991.

ARTICLE 64.

TRANSFER OF FUNDS - CONSERVATION COMMITTEE. VOTED No Action: May 13, 1991.

ARTICLE 65.

HAZARDOUS WASTE DISPOSAL APPROPRIATION. VOTED (Unanimously): June 17, 1991.

ARTICLE 66.

TOWN CELEBRATIONS, ETC., APPROPRIATION. VOTED (Unanimously): June 17, 1991.

ARTICLE 67.

BOARDS, COMMITTEES, COMMISSIONS APPROPRIATION. VOTED (Unanimously): June 17, 1991.

ARTICLE 68.
BORROWING IN ANTICIPATION OF REVENUE. VOTED (Unanimously): May 13, 1991.

ARTICLE 69.
ESTABLISH COMMITTEE REGULATING CONSTRUCTION. DEFEATED (Voice Vote): May 13, 1991.

ARTICLE 70.
CIVIL DEFENSE HORN. VOTED No Action: May 13, 1991.

ARTICLE 71.
BYLAW AMENDMENT - EXPANSION OF RECYCLING PROGRAM. VOTED No Action: June 17, 1991.

ARTICLE 72.
OFFICIAL ESTABLISHMENT OF RECYCLING COMMITTEE. VOTED (Unanimously): May 1, 1991.

ARTICLE 73.
CONTRACT TO DISPOSE OF RECYCLABLE MATERIAL. VOTED: May 1, 1991.

ARTICLE 74.
ACCEPTANCE OF LEGISLATION - 911 EMERGENCY SERVICE. VOTED (Unanimously): April 29, 1991.

ARTICLE 75.
APPOINTMENT OF A TASK FORCE - PERSONNEL/INCENTIVE STUDY. VOTED (Standing Vote, 55 in the affirmative, 53 in the negative): June 17, 1991.

ARTICLE 76.
PERSONNEL/COMPENSATION STUDY - TOWN TREASURER'S DEPARTMENT. VOTED No Action: June 17, 1991.

ARTICLE 77.
APPOINTMENT OF A LAND BANK COMMITTEE. VOTED: May 13, 1991.

ARTICLE 78.
HEALTH CARE FUNDING TASK FORCE. VOTED: May 13, 1991.

ARTICLE 79.
VISION 2020 REPORT. RECEIVED: June 17, 1991.

ARTICLE 80.
TRANSFER OF FUNDS - CEMETERIES. VOTED (Unanimously): June 17, 1991.

ARTICLE 81.
DISPOSAL OF TOWN PROPERTY. VOTED (Unanimously): May 13, 1991.

ARTICLE 82.
INDEMNIFICATION OF MEDICAL COSTS. VOTED (Unanimously): June 17, 1991.

ARTICLE 83.
REVALUATION APPROPRIATION. VOTED (Unanimously): June 17, 1991.

ARTICLE 84.
APPROPRIATION - OVERLAY RESERVE. VOTED (Unanimously): June 17, 1991.

ARTICLE 85.
USE OF FREE CASH. VOTED (Unanimously): June 17, 1991.

ARTICLE 86.
APPROPRIATION - STABILIZATION FUND. VOTED (Unanimously): June 17, 1991.

RESOLUTION RE: CONSTITUTIONAL AMENDMENT PROHIBITING DESECRATION OF THE AMERICAN FLAG. DEFEATED (Roll Call Vote, 67 in the affirmative, 115 in the negative): April 22, 1991.

RESOLUTION RE: LEGISLATURE TO REFRAIN FROM CUTTING LOCAL AID FOR FISCAL YEAR 1992. ADOPTED: May 13, 1991.

TOWN CENSUS AND ELECTIONS

Town Clerk

The following annual report of the Town Clerk for the year ending December 31, 1991 is herewith submitted in accordance with Section 3 of Article 3 of the Town By-Laws.

During 1991, the Annual Election of Town Offices and a Special Town Meeting were held.

This year the Town again used the votomatic punch card system in the various precincts for the Annual Town Election. After the close of the polls, the punch cards were transported to the Town Clerk's Office for tabulation by machine.

Although requiring considerably more preparation and expense by this office prior to the election, the use of the new system has continued to be both time saving an election nights and overall much more economical as a result of savings in extra expenses for custodians, police officers, etc..

Town meeting members, whose terms were to expire at the Annual Town Election were notified of that fact and of the provision of law which allowed them to become candidates for re-election by giving written notice thereof to the Town Clerk.

Nomination papers were issued to candidates for Town Offices including Town Meeting Members and after being certified by the Registrars of Voters were filed with the Town Clerk, following which a meeting was held as required by law to draw names for position on the official ballot for the Annual Town Election, which was then prepared.

Candidates for town offices, except Town Meeting Member, were notified of the requirements of the law regarding the filing of campaign receipts and expenditures with the Town Clerk's Office at certain required times. Incumbents and candidates for election during the previous year, who had campaign finance activity, a balance and/or liability were also notified of the requirement of filing annual reports.

Upon application, absentee ballots

were issued for the election. Applications for absentee ballots were sent to all persons who had filed physicians' certificates of permanent physical disability, as required by law. Many residents took advantage of the provision of law which allowed them to vote in person in the Town Clerk's Office if they were to be out of Town or otherwise unavailable to vote in person at the elections.

The Annual Town Meeting began on April 22, 1991 and continued for ten sessions dissolving on June 17, 1991. A total of eighty-six warrant articles and two resolutions were acted upon.

Meetings were held to fill vacancies in the town meeting membership (caused by resignation, removal from town or death) until the next Annual Town Election.

Certificates of all appropriations voted at the Town Meeting and the provisions for meeting them were sent to the Board of Assessors and Comptroller, as required by law. Certified copies of all votes authorizing indebtedness were sent to the Director of Accounts. The Secretary of the Commonwealth was notified of the acceptance by the Town Meeting of any provisions of the General Laws.

In addition certified copies of all votes passed at the Town Meeting were sent to the departments affected.

All the amendments to the Town By-Laws and Zoning By-Laws as voted at the Annual Town Meeting were submitted to the Attorney General, and were approved within the statutory period provided and advertised as required by law, following which they became effective.

A summary of the Annual Town Meeting appears elsewhere in this Annual Report. A complete record of the actions taken is contained in the Records of Elections and Town Meetings in the Town Clerk's Office.

Births, deaths, and marriages were recorded and copies forwarded to the Secretary of the Commonwealth monthly. Certified copies of these vital statistics and all other documents

recorded in the Town Clerk's Office were made available upon request. A summary of this information also appears elsewhere in this Annual Report.

A total of 1,052 dogs were licensed and 565 sporting (conservation) licenses issued. In addition certain licenses granted by the Board of Selectmen were issued. Raffle and bazaar permit and gasoline permit renewals were issued, financing statements, utility pole locations, cemetery deeds, and business certificates were recorded. Zoning Board of Appeal decisions, decisions on requests for Special Permits from the Redevelopment Board and Amendments to the Traffic Rules and Orders were also placed on file in this office. The Department of Revenue was notified of all licenses and permits issued and business certificates filed. Street Permit,

FEES COLLECTED

Marriage Intentions	\$ 3,203
Filing Fees	2,962
Miscellaneous Certificates	26,137
Pole Locations/Misc. Zoning	981
Renewal of Gasoline	
Permits	690
Miscellaneous, Books	1,823
Duplicate Dog Tags	12
Miscellaneous Licenses	1,949
Dog Licenses*	8,412
Conservation Licenses**	9,579

TOTAL \$55,749

*Fees to County Treasurer, \$5,782.

**Fees to State Division of Fisheries and Wildlife, \$9,314.

(Figures are rounded to the nearest dollar.)

VITAL STATISTICS

Town Population	44,630
(1990 Federal Census)	
Births	450
Deaths	555
Marriages	307

TOWN CENSUS AND ELECTIONS

Drainlayer, Blasting, and other Surety Bonds covering contractors were also placed on file in this office.

Oaths of office were administered to all elected or appointed town officials, and each was given copies of excerpts from the Open Meeting Law and the Conflict of Interest Law. Notices of meetings of all boards, committees, or commissions were publicly posted upon receipt, as required by the Open Meeting Law. Town officials and departments were notified of all Legislative Acts affecting them.

Chapter 470 of the Acts of 1990 further regulating the non-criminal disposition of ordinance and bylaw violations was approved on December 29, 1990, and became effective on March 29, 1991. This act amended Section 21D of Chapter 40 of the General Laws, which provides for non-criminal disposition of violations of certain bylaws. The amendment allows persons who receive citations for such violations to mail or deliver personally to the Town Clerk the specific sum of money fixed as a penalty therefor, following which the Town Clerk is required to notify the district court clerk of such payment as a final disposition of the case. Prior to this amendment these fines were sent to the Clerk of the District Court. During 1991 the foregoing became an added duty of the Town Clerk and, when fully implemented, will become an additional source of income for the Town. Many bylaw provisions for this procedure were not in effect until their approval by the Attorney General in late 1991.

Registrars of Voters

As mandated by law, a combined Annual Town and School Census was conducted during the months of January and February, 1991. The census was conducted entirely by mail, with computer preprinted forms sent to each household in Arlington requesting that information contained therein be confirmed or corrected and the forms returned to our office. The census forms contained the names of all persons residing in Arlington.

All census and voter information was entered and continually updated in the Town's computer base by the staff of the Registrars Office.

A list of persons zero years of age to twenty-one was transmitted to the School Committee. Also, a juror list, programmed in format with sequential numbers, was forwarded to the Jury Commissioner for the Commonwealth of Massachusetts for their use and the U.S. District Court.

The Annual True List of Persons, 17 years of age and over, was published as required by law. In accordance with the True List information that had been presented, 3,826 notices were sent by first-class mail as required by law to persons whose names were to be removed from the voting list because they had not been reported as residing in Arlington on January 1, 1991. Those who proved residence were reinstated. The total number of registered voters upon completion of the revision of the voting list was 27,252, including 15,265 enrolled Democrats, 3,460 enrolled Republicans, 1 enrolled in Independent Voters Party, and 8,526 unenrolled voters. In addition to the foregoing political parties, there is also an Independent Voters Party (not unenrolled). There are also now five political designations, that is: Libertarian, New Alliance, Socialist, Prohibition, Independent 3rd Party, and Green Party U.S.A. Voters enrolled in a designation, may sign nomination papers, but may not vote in Primaries. Cards were mailed notifying voters of the establishment, change, or cancellation of political party enrollments received by this office.

Throughout the year, daily sessions for registration of voters were held during regular business hours in the office of the Town Clerk. Special evening and Saturday sessions were held during the three week periods prior to the last day to register voters for the Annual Town Election. A total of 457 persons were registered throughout the year. In addition to the regular daily and special scheduled sessions, an

additional session was held in September on Town Day.

The Board certified 11,311 voter signatures appearing on nomination papers filed by or in behalf of candidates seeking offices at the Annual Town Election, initiative petitions, petitions for articles to be inserted in the Warrant for the Annual and Special Town Meetings, and 303 applications for absentee ballots.

During the year, the information contained on approximately 25,000 listing slips of residents of the Town on January 1 was transferred to their individual master cards. These cards provide a complete official record of residence for all persons seventeen years of age or older from the time they first become residents of the Town. From such information, certificates of residence are issued daily to establish eligibility for attendance at state and regional schools, colleges and universities, receipt of old age assistance, veterans' services, social security, employment in state or federal civil service, and for many other purposes.

During the Annual Town Election, the Registrars of Voters were in session throughout the entire time the polls were open to assist voters who had questions relating to registration, name and/or address changes, precincts, polling places, and other problems arising during that time. After the polls closed, they assisted in the tabulation of the punchcard ballots returned by Wardens and Clerks, until the final results were announced.

Registered Voters' Certificates were issued throughout the year from the Board's records for identification purposes and for proof of citizenship.

Our sincere appreciation is extended to June Walsh and Paula Lee, Assistant Registrars of Voters, for their loyal and conscientious performance during an especially difficult year.

TOWN CENSUS AND ELECTIONS

VOTING RESULTS

Annual Town Election, March 2, 1991

Total of Ballots Cast - 7,005 (24.47% of total registered voters - 28,629)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
	166	319	219	232	311	213	256	399	443	483	458	485	336	388	399	363	180	356	366	310	323	7,005

SELECTMEN FOR THREE YEARS (2)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
*Kathleen Kiely Dias	80	171	131	122	131	121	143	265	206	279	248	295	200	216	253	236	89	192	220	162	197	3,957
Arthur T. Speros	15	22	15	32	27	23	20	21	30	40	40	28	28	43	39	36	20	44	38	36	22	619
Barry Faulkner	44	77	81	47	69	64	53	183	109	213	215	199	119	133	103	120	58	109	115	79	102	2,292
Frederick J. Sennott, Jr.	19	26	28	28	36	29	21	25	36	32	38	31	35	40	47	26	46	40	40	36	34	693
*Franklin W. Hurd, Jr.	94	240	128	143	234	126	180	125	322	201	203	250	177	169	208	189	90	195	202	196	188	3,860
Blanks	80	102	55	92	125	63	95	179	183	201	172	167	113	175	148	119	57	132	117	111	103	2,589

ASSESSOR FOR THREE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Arthur T. Speros	43	58	53	66	62	53	56	69	70	91	93	79	78	92	96	67	36	99	69	80	84	1,494
*Kevin P. Feeley	110	226	139	130	216	143	154	231	296	307	306	327	222	230	254	250	122	215	246	201	206	4,531
Blanks	13	35	27	36	33	17	46	99	77	85	59	79	36	66	49	46	22	42	51	29	33	980

SCHOOL COMMITTEE FOR THREE YEARS (3)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Peter S. Glass	58	102	85	77	90	81	75	145	120	180	203	194	125	137	154	122	73	134	123	107	99	2,484
*David W. McKenna	105	216	146	152	211	128	169	180	293	245	265	320	207	222	272	234	118	217	269	193	236	4,398
*Barbara J. Anglin	73	206	118	120	115	105	121	154	158	208	197	188	134	177	185	172	87	168	190	155	170	3,201
*Janice Anzalone Bakey	89	176	139	120	171	110	123	251	254	320	274	316	187	224	205	223	93	211	194	166	182	4,028
Blanks	173	257	169	227	346	215	280	467	504	496	435	437	355	404	381	338	169	338	322	309	282	6,904

ARLINGTON HOUSING AUTHORITY FOR FIVE YEARS (1)

Precinct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Cathy S. Netburn	54	123	103	90	88	92	76	217	123	211	218	194	129	178	150	152	81	152	146	121	142	2,840
*John F. Doyle	96	167	89	105	188	91	132	110	271	205	190	250	170	144	205	173	81	158	156	150	149	3,280
Blanks	16	29	27	37	35	30	48	72	49	67	50	41	37	66	44	38	18	46	64	39	32	885

TOWN MEETING MEMBERS

PRECINCT ONE - THREE YEARS (4)

*Roberta J. O'Brien	132	*Ann LeRoyer	112
Blanks	420		

PRECINCT ONE - ONE YEAR (1) (to fill vacancy)

No Candidate	0	Blanks	166
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PRECINCT TWO - THREE YEARS (4)

*Elsie C. Fiore	220	*Joseph P. Carabello	221
*John P. Donahue	226	*William A. Carey	229
Blanks	380		

PRECINCT TWO - ONE YEAR (1) (to fill vacancy)

*William Ardagna	252	Blanks	67
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PRECINCT THREE - THREE YEARS (4)

*Daniel F. Wiseman	134	*William Holt Barrett	129
*Lynne McCluskey	123	Osmano Boschi	110
*Paul F. Langley	125	Blanks	255

PRECINCT FOUR - THREE YEARS (4)

*Susan Kenney Holman	124	*George Laite	196
*Susan Burns Maltz	1	*John J. Balfe III	1
Blanks	606		

*Elected

TOWN CENSUS AND ELECTIONS

Annual Town Election, March 2, 1991 (Continued) TOWN MEETING MEMBERS (Continued)

PRECINCT FOUR - TWO YEARS (1) (to fill vacancy) (no one elected)

George Laite 1
Blanks 230

PRECINCT FIVE - THREE YEARS (4)

*Donna Preston 228
*Wilfred J. St. Martin, Jr. 220
Blanks 592

PRECINCT FIVE - ONE YEAR (1) (to fill vacancy)

*Patricia A. Harris 5
Kenneth MacKenzie 1
Alan Turniansky 1

PRECINCT SIX - THREE YEARS (4)

*Julia A. Burke 134
*Richard B. Murray 120
Richard W. Mederos 93
Blanks 279

PRECINCT SEVEN - THREE YEARS (4)

*John P. Polidori 151
*James K. Ferraro 159
Mary Dinan 1
George J. Chitouras 2
Gregory S. Ferraro 5

PRECINCT EIGHT - THREE YEARS (4)

*Bernice K. Jones 273
*William R. Berkowitz 254
Blanks 558

PRECINCT NINE - THREE YEARS (4)

*Edward W. Murphy, Jr. 282
*Robert E. Herlihy 268
John T. Burchill 3

PRECINCT NINE - ONE YEAR (1) (to fill vacancy)

*Joan E. Hurd 338
Blanks 103

PRECINCT TEN - THREE YEARS (4)

*Richard L. LaPlante 182
*Peter B. Howard 171
Arthur T. Speros 79
Thomas H. Miller 148

PRECINCT ELEVEN - THREE YEARS (4)

*Mark J. Feeley 221
Robert F. O'Neill 212
*George Kocur 260

PRECINCT TWELVE - THREE YEARS (4)

*Robert G. McInnes 306
*Jennifer Kerins Carmody 317
Blanks 716

*Elected

Joy E. Nikkel-Dumyahn (not voter) 1

*Florence E. Davidson 202
*John A. Strelis 2

Kevin A. Baker 1
Loretta O'Connell 1
Blanks 302

*Herbert M. Meyer 102
*John F. Carney 123
John M. Sheehan 1

*Matthew J. Ferraro 171
*Daniel J. Tobin 14
Tom Oliver 2
Robert Nadeau 4
Blanks 515

*John L. Worden III 258
*Charles T. Foskett 253

*William C. Hyland, Jr. 258
*Norman C. Towle 241
Blanks 720

John T. Burchill 2

Paul D'Addario 116
*William E. Shea 175
*Stephanie C. Moisakis 374
Blanks 687

*Dorothy T. Kelly 232
*Evelyn C. Barry 285
Blanks 622

*Steven E. Musselman 291
*Mary Megson 310

TOWN CENSUS AND ELECTIONS

Annual Town Election, March 2, 1991 (Continued)

TOWN MEETING MEMBERS (Continued)

PRECINCT THIRTEEN - THREE YEARS (4)

*Stephen J. Gilligan	158
Louis J. Iannelli	106
*Margaret Gavin	120
Robert B. Hayden	112
Blanks	380

PRECINCT FOURTEEN - THREE YEARS (4)

*Janet W. Blodgett	154
Charles E. Willse	109
*John Dunlap	196
James P. Dunlap	1
Christopher J. Viveiros	1

PRECINCT FIFTEEN - THREE YEARS (4)

*Richard C. Fanning	265
*Alan N. Kaplan	199
Blanks	608

PRECINCT SIXTEEN - THREE YEARS (4)

*Barbara J. Anglin	221
Steven A. Remsberg	113
*Donald A. Sandrelli	221
Blanks	535

PRECINCT SIXTEEN - TWO YEARS (1) (to fill vacancy)

*Brian R. Greeley	262
Blanks	100

PRECINCT SEVENTEEN - THREE YEARS (4)

*Frederick J. Sennott	124
Blanks	489

PRECINCT SEVENTEEN - TWO YEARS (1) (to fill vacancy)

Blanks	180
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PRECINCT SEVENTEEN - ONE YEAR (2) (to fill vacancies)

*Jan E. Mazzone	132
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PRECINCT EIGHTEEN - THREE YEARS (4)

*Joseph Galluccio	213
*John H. Vann	148
Harry Barber	146
Maryanne L. Andrew	1
Bruce D. Lederer	1

PRECINCT NINETEEN - THREE YEARS (4)

*Lawrence C. Greco	259
*Linda K. Olsen	243
Blanks	505

PRECINCT TWENTY - THREE YEARS (4)

*Robert J. Coffey	223
*Margaret Rosella Looney	2
Robert L. Tosi, Sr.	1
Blanks	797

*Sheri A. Baron	120
*Maryanne Deyst	147
Francis T. Sonnenberg	93
Anthony T. Lionetta	108

*Doris M. Cremens	212
*Gayle Geanakakis	278
Florence R. Dunlap	1
Jane F. Dunlap	1
Blanks	599

*Ronald A. Nigro	272
*Edmund R. Mahoney	252

*Kathleen G. Colwell	212
*Brian H. Rehrig	149
Steven Lee	1

Steven Lee	1
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*Zavan Mazmanian	107
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Blanks	228
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*William J. Kenney	178
*Mary I. Ronan	209
Stephen J. Andrew	1
Zoraida Peterson	2
Blanks	525

*Irwin Grossman	223
*Paul E. Olsen	234

*Diane M. Ricciotti	215
Marilyn J. Poole	1
Lisa Anne Tosi	1

*Elected

TOWN CENSUS AND ELECTIONS

Annual Town Election, March 2, 1991 (Continued)

TOWN MEETING MEMBERS (Continued)

PRECINCT TWENTY-ONE - THREE YEARS (4)

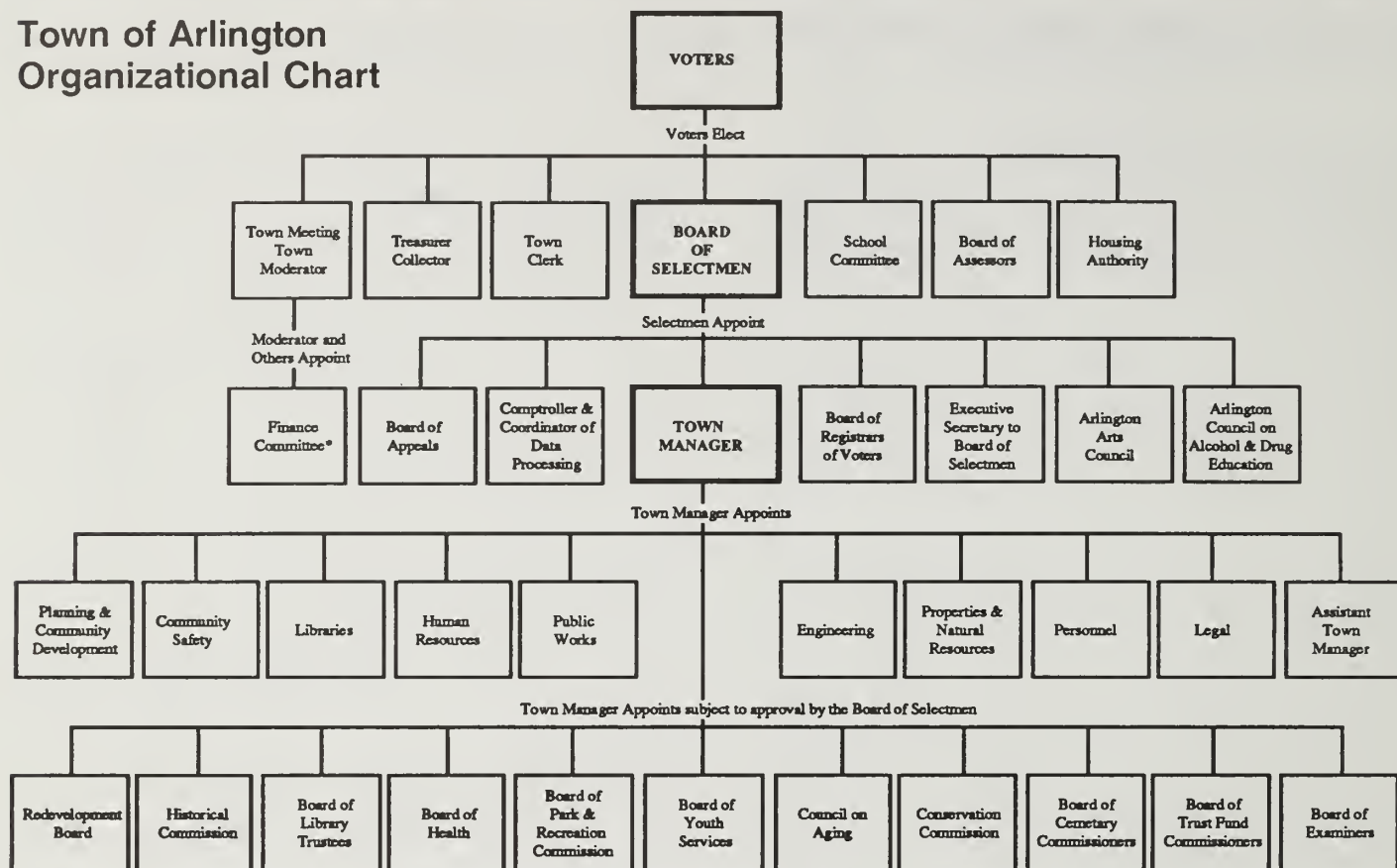
*Harry P. McCabe	223
*Owen R. Carrigan	167
James P. McGough	120
Blanks	345

*Martha I. Scott	176
Freeland K. Abbott	93
*Patty I. Kirkpatrick	168

*Elected

TOWN DIRECTORY

Town of Arlington Organizational Chart



* Appointed by the Moderator, the Chairman of the Finance Committee and the Board of Trust Fund Commissioners.

Town Officials and Committees As of December 31, 1991

Elected by Arlington's Citizens

Board of Selectmen		Term Expires	School Committee		Term Expires
Kevin F. Greeley, <i>Chair.</i> , 34 Hamilton Road #210		1992	Patricia B. Worden, <i>Chair.</i> , 27 Jason Street		1993
Kathleen Kiely Dias, 26 Addison Street		1994	Barbara J. Anglin, 14 Mott Street		1994
Franklin W. Hurd, Jr., 10 Newton Road		1994	Janice A. Bakey, 15 Fountain Road		1994
Stephen J. Gilligan, 77 Falmouth Road		1993	David W. McKenna, 77 Sunset Road		1994
Charles Lyons, 82 Hathaway Circle		1993	Douglas Delaney, 377 Appleton Street		1993
			Carolyn E. Simmons, 789 Concord Turnpike		1993
			William A. Carey, Jr., 155 Lake Street		1992
			Katharine D. Fennelly, 97 Gray Street		1992
			Michael Healy, 1 Hodge Road		1992
Moderator			Arlington Housing Authority		
John L. Worden III, 27 Jason Street		1992	John F. Cusack, <i>Chair.</i> , 61 Spy Pond Lane		1993
Town Clerk			John Griffin, 1011 Massachusetts Avenue		1994
Ann Mahon Powers, 256 Mountain Avenue		1993	John F. Doyle, 26 Bellevue Road		1991
Town Treasurer			*James K. Ferraro, 24 Grafton Street		1996
John J. Bilafer, 15 Victoria Road		1993			
Board of Assessors					
Philip J. Waterman, <i>Chair.</i> , 11 Ronald Road		1992			
Kevin P. Feeley, 25 Baker Road		1994			
Maurice H. O'Connell, 2 Old Colony Road		1993			

*Appointed by Governor

Appointed by Town Moderator

Finance Committee*	Term Expires	Procedures Committee	Term Expires
Precinct		Owen R. Carrigan	1994
3 Allan Tosti, <i>Chair</i> .	1994	John L. Worden III	1994
9 Jerome P. Hallee, <i>V. Chair</i> .	1994	Richard S. Phelps	1993
15 Richard C. Fanning, <i>V. Chair</i> .	1994		
11 Robert F. O'Neill, <i>V. Chair</i> .	1992	Minuteman Regional Vocational School	
10 Peter B. Howard, <i>Secretary</i>	1993	Committee Representative	
1 John L. Perry	1993	John P. Donahue	1994
2 E. MacKay Fraser	1992		
4 Judith A. Quimby	1993		
5 Abigail DuBois	1993		
6 Marjorie L. Robinson	1994		
7 Deborah B. Ferraro	1992		
8 Charles T. Foskett	1992		
12 Kenneth J. Simmons	1994		
13 John J. Deyst, Jr.	1992		
14 Murdena A. Campbell	1992		
16 Daniel M. O'Neill	1993		
17 Zavan A. Mazmanian	1993		
18 Mary Ronan	1992		
19 Paul E. Olsen	1994		
20 Robert L. Tosi, Jr.	1993		
21 Harry P. McCabe	1994		
Richard E. Smith, <i>Executive Secretary</i>			

*Appointed by the Town Moderator, Chairman of the Finance Committee, and the Board of Trust Fund Commissioners.

Appointed by the Board of Selectmen

Town Manager	Term Expires	Arlington Arts Council	Term Expires
Donald R. Marquis	1992	David Ardito, <i>Chair</i> .	1992
		Angela Gazza	1993
		Nancy Crasco	1992
Comptroller & Coordinator of Data Processing		Janet Ford	1992
A.L. Minervini, Jr.	1994	Jane Howard	1992
		Carol Mahoney	1992
Executive Secretary to the Board of Selectmen		Phyllis Spence	1992
Frederick E. Pitcher		David Whittredge	1992
		Maryellen Sakura	1991
Zoning Board of Appeals		Nancy Sweezy	1991
Mary Winstanley O'Connor, Esq., <i>Chair</i> .	1993	Neil Wetherbee	1991
Marshall K. Audin	1994	Patricia Fitzmaurice, <i>Associate</i>	
Michael F. Byrne	1992		
Teresa Walsh Habib, Esq., <i>Associate</i>	1992	Historic District Commissions	
Michael Walsh, Jr., <i>Associate</i>	1992	Samuel B. Knight, <i>Chair</i> .	1994
		Olga Kahn, <i>V. Chair</i> .	1992
Board of Registrars of Voters		Richard Sampson	1994
William P. Forristall, <i>Chair</i> .	1993	Lynn Sternbergh	1994
Ann Mahon Powers	1993	John L. Worden III	1994
Drita Eaton	1992	Robert Botterio	1993
Robert B. Hayden	1991	Andrea Alberg	1992
		Marshall K. Audin	1992
		Beth Cohen	1992
		Louise Ruma-Ivers	1992
		Janet Tenney	1992

TOWN DIRECTORY

Appointed by the Board of Selectmen (Continued)

Fair Housing Advisory Committee

Nick Minton, *Chair*
Carlos E. Dominguez
Jeremiah Donovan
Carole Falcone
Stephen J. Gilligan
Wilson Henderson
Anita Howard

Muriel Ladenburg
Marcie Lopez
William Maytum
Pearl Morrison
Linda Olsen
Lousie Ruma-Ivers
Miriam Stein
Deborah Chang,
Fair Housing Director

Arlington Council on Alcohol and Drug Education

Ruth Kelley, *President*
John E. Bowler, *V. President*
David W. McKenna, *Secretary*
Frederick Buckley, Jr., *Treasurer*
James Allen
Jean L. Donahue
Patsy Kraemer

Eileen C. Lynch
Robert Nadeau
Allison O'Leary
Frank Powers
Barbara Walsh
James Webster
Elizabeth Oppedisano,
Executive Director

Appointed by the Town Manager

Town Manager's Office

Nancy T. Galkowski,
Assistant Town Manager
Teresa H. DeBenedictis,
Assistant to the Town Manager

Legal

John F. Maher, Town Counsel
Edward M. Marlenga,
Workers' Compensation Agent

Planning and Community Development

Alan McClennen, Jr., Director

Community Safety

John F. Carroll,
Director of Police Services
Robert J. Casey,
Director of Fire Services

Libraries

Maryellen Remmert-Loud, Director

Public Works

Richard Bowler, Director

Engineering

Charles F. Rinciari, Town Engineer

Properties and Natural Resources

Frank P. Wright, Director

Personnel/Affirmative Action

Patricia M. Libby, Director

Purchasing

John E. Bowler, Agent

Human Resources

Arthur E. Johnson, Director

Council on Aging

Jeanne M. Madden,
Executive Secretary

Veterans' Services

John Sullivan, Agent

Consumer Affairs

Susan Marlenga, Coordinator

Weights and Measures

Douglas Peters, Sealer

Board of Health

Walter Galvin, Director

Recreation Division

Deborah Hayes, Superintendent

Veterans' Memorial Sports Center

Robert McKeown, Manager

Youth Services Division

Patsy Kraemer, Administrator

Appointed by the Town Manager subject to the approval of the Board of Selectmen

Redevelopment Board	Term Expires	Historical Commission	Term Expires
William L. Sovie, <i>Chair.</i>	1994	Gayle C. Kiely, <i>Chair.</i>	1993
Barry Faulkner	1994	Marlene Alderman	1994
Doris M. Cremens	1992	Beth F. Cohen	1994
Edward T. M. Tsoi	1992	Meriwether Rhodes	1994
*Thomas Wray Falwell	1991	Raymond Lum	1992
		John McLaughlin	1992
		Wendy L. Swanton	1992
Board of Health			
Alan J. Wright, D.M.D., <i>Chair.</i>	1992		
Charles D. Keefe	1994		
Robert J. Carey, M.D.	1993	*Appointed by the Governor	
Board of Library Trustees		Council on Aging	
Helen Kass, <i>Chair.</i>	1993	Mildred M. Hurd, <i>Chair.</i>	1992
David Castiglioni	1994	Nancy Higgins	1994
Joan Atlas	1993	Reverend Henry Tomsuden	1994
Kathryn Jorgensen	1993	Betsy Everett	1993
Barbara Muldoon	1993	Eugene Benson	1992
Frank Donnelly	1992	Barbara Dwyer	1992
Joyce H. Radochia	1992	Harry P. McCabe	1990
Park and Recreation Commission		Conservation Commission	
Bernice Jones, <i>Chair.</i>	1994	Roland Chaput, <i>Chair.</i>	1994
Margaret Frechette	1994	Dr. Philip M. Rury	1994
Joanne Morel	1993	Susan Brent	1993
Joseph P. Carabello	1991	Judith Hodges	1992
Donald Vitters	1991	Geraldine Tremblay	1992
		Bruce Whelple	1991
Board of Youth Services		Dorothy M. Maher, <i>Conservation Administrator</i>	
Elaine Shea, <i>Chair.</i>	1993		
James Long	1994	Board of Cemetery Commissioners	
Joan Robbio	1994	Robert W. Totten, <i>Chair.</i>	1992
David Walkinshaw	1994	Edward W. Murphy	1993
Jean L. Donahue	1993	Benjamin J. Corletto	1991
Lawrence C. Greco	1993		
Edmund R. Mahoney	1993	Board of Trust Fund Commissioners	
Carlene Newell	1993	Timothy F. Lordan, <i>Chair.</i>	1993
Reverend Paul Jackson	1992	Ronald Nigro	1993
Ruth Mahon	1992	Donald Reenstierna	1992
David W. McKenna	1992		
Affirmative Action Advisory Committee		Board of Examiners	
James Webster, <i>Chair.</i>		Walter H. Weidner, Jr., <i>Chair.</i>	1992
Carma Forgie		John R. Roma	1994
Augusta Haydock		Elinore Charlton	1990
Jack Jones			
Shirley Mayo		Constables	
Ruth Anna Putnam		Richard Boyle, 1 Mott Street	1993
Dr. Franz J. Browne, <i>Ex Officio</i>		Vincent A. Natale, Jr., 215 Forest Street	1993
		Frederick E. Pitcher, <i>Executive Secretary</i>	1994
Personnel Board		John F. Carroll, <i>Director of Police Services</i>	1993
Duane Vorce, <i>Chair.</i>	1993	Richard F. Ronan, <i>Arlington Housing Authority</i>	1992
Virginia S. Gregory	1992		
Robert M. Preer, Jr.	1991		

TOWN DIRECTORY

Other Committees

Town of Arlington Scholarship Fund

John J. Bilafer, Town Treasurer

Sister Catherine Clifford, Principal,
Arlington Catholic High School

Ronald Fitzgerald, Director,

Minuteman Vocational School

Charles J. McCarthy, Jr., Principal, Arlington High School

F. Joseph Gentili,

Arlington resident representing private schools

Capital Planning Committee

Charles T. Foskett, *Chair*.

John J. Bilafer

Stanley Benulis

John Britt

Murdena A. Campbell

Teresa H. DeBenedictis

A.L. Minervini, Jr.

Permanent Town Building Committee*

Arthur Loud, *Chair*.

Frank Bonzagni

Charles Fagone

Donald R. Marquis

William O'Brien

Francis Sonnenberg

Margaret Spengler

*Appointed by the Chairmen of the Board of Selectmen, the School Committee, and the Finance Committee.

ARLINGTON INFORMATION

INCORPORATION

The Town of Arlington was originally settled in 1635 as a village under the name Menotomy. In 1807, the Town and a section of what is now Belmont were set off from Cambridge and incorporated as West Cambridge. In 1867 the name was changed to Arlington in honor of the heroes buried at Arlington National Cemetery in Arlington, Virginia.

POPULATION

1970 (Federal Census)	52,720
1975 (State Census)	50,223
1980 (Federal Census)	48,219
1985 (State Census)	46,465
1990 (Federal Census)	44,630

LOCATION

Arlington is situated six miles northwest of Boston, in latitude 42 degrees 25 minutes north; longitude 71 degrees 09 minutes west. The Town is bordered on the north by Winchester, on the east by Medford and Somerville, on the south by Cambridge and Belmont and on the west by Lexington.

ELEVATION

The Town elevation above mean tide ranges from a low of 4 feet to high of 377 feet. Elevations include 10 feet at Massachusetts Avenue and the Cambridge line, 48 feet at Massachusetts Avenue and Pleasant Street, 155 feet at Massachusetts Avenue and Park Avenue, 281 feet at Crescent Hill Avenue and Park Place, and 377 feet at Park Circle and Eastern Avenue.

AREA

Arlington covers 3,518 acres or 5.5 square miles of which 286 acres are covered by water. There are 158 acres of park land owned by the Town and 52 acres under the control of the Metropolitan District Commission. Fifty-one acres of the land area is devoted to cemeteries.

FORM OF GOVERNMENT

The Town of Arlington is governed by the "Town Manager Act of the Town of Arlington, Massachusetts", the "By-Laws of the Town of Arlington", and Massachusetts General Laws Chapter 43A, "Standard Form of Representative Town Meeting Government".

The executive branch is made up of a five member Board of Selectmen elected at large. The Board hires a professional manager to administer the daily operations of the government. The legislative branch is a Town Meeting made up of 252 representatives, elected from each of the twenty-one precincts in Town. Arlington is also a member of the 8th Massachusetts Congressional District, 4th Middlesex State Senatorial District, and the 25th and 26th Middlesex State Representative Districts.

INFRASTRUCTURE

There are 95 miles of public streets and town ways, 24 miles of private streets open for travel, 6 miles of state highways and parkways, and 3.2 miles of paper streets.

The permanent water system consists of 131 miles and the sewer system consists of 117 miles, there are 77 miles in the Town's storm drain system and the Town maintains 3,682 catch basins.

TRANSPORTATION

Arlington is bounded on the south by Route 2, a major transportation route allowing access to Boston and the western part of Massachusetts. Arlington is also a short distance from Interstate Routes 93 and 95. Other major routes that go through the town are Routes 2A and 3.

Public transportation is provided through the Massachusetts Bay Transit Authority (MBTA) servicing the Greater Boston area with bus service and a subway system. Closest access to the subway system is through the Alewife Station located just over the Arlington border in Cambridge.

EDUCATION

The Town of Arlington operates an excellent school system with seven elementary schools, one junior high school and Arlington High School. The elementary schools are: Bishop School, 25 Columbia Road; Bracket School, 66 Eastern Avenue; Dallin School, 185 Florence Street; Hardy School, 52 Lake Street; Peirce School, 85 Park Avenue Extension; Stratton School, 180 Mountain Avenue and Thompson School, 70 North Union Street. The Ottoson Junior High School is located at 63 Acton Street. Arlington High School is located at 869 Massachusetts Avenue.

